



**Naval Facilities Engineering Command**  
**EEO Program Status Report**  
**FY 2015**

# **EEO Program Status Report**

## **FY 2015**

### **Parts A - D**

<b>EEOC FORM 715-01  PART A - D</b>	<i>U.S. Equal Employment Opportunity Commission</i>  <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>			
<b>For period covering July 1, 2014 to June 30, 2015</b>				
<b>PART A</b>  Department or Agency Identifying Information	<b>1. Agency</b>		<b>1.</b> Department of the Navy	
	1.a. 2 <sup>nd</sup> level reporting component		Naval Facilities Engineering Command	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		<b>2.</b> 1322 Patterson Avenue, SE, Suite 1000	
	<b>3. City, State, Zip Code</b>		<b>3.</b> Washington Navy Yard, DC 20374	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	4. NV	5. 25
<b>PART B</b>  Total Employment	<b>1.</b> Enter total number of permanent full-time and part-time employees			<b>1.</b> 14,415
	<b>2.</b> Enter total number of temporary employees			<b>2.</b> 221
	<b>3.</b> Enter total number employees paid from non-appropriated funds			<b>3.</b> 0

	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>	<b>4. 14,636</b>
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title	1. K. L. Gregory, Rear Admiral, CEC, U.S. Navy Commander, NAVFAC
	2. Command EEO Officer	2. K. L. Gregory , Rear Admiral, CEC, U.S. Navy Commander, NAVFAC
	3. Principal EEO Director/Official Official Title/series/grade	3. Edward Castellon, Command Deputy EEO Officer, 0260, GS-14
	4. Title VII Affirmative EEO Program Official	4. Russell Lowe, HQ EEO Specialist, 0260, GS-13
	5. Section 501 Affirmative Action Program Official	5. Edward Castellon, Command Deputy EEO Officer, 0260, GS-14
	6. Complaint Processing Program Manager	6. Kym McRae-Haeffner, HQ EEO Specialist, 0260, GS-13
	7. Other Responsible EEO Staff	
<b>PART D</b>  List of	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>

Subordinate Components Covered in This Report	Naval Facilities Engineering Command Atlantic, Norfolk, VA	NV	25
	Naval Facilities Engineering Command Pacific, Pearl Harbor, HI	NV	25
	Naval Facilities Expeditionary Warfare Center , Port Hueneme, CA	NV	25
	Naval Crane Center, Norfolk, VA	NV	25
	Naval Facilities Engineering Command Europe Africa Southwest Asia, Naples, Italy	NV	25
	Naval Facilities Engineering Command Mid-Atlantic, Norfolk, VA.	NV	25
	Naval Facilities Engineering Command Washington, Washington, DC.	NV	25
	Naval Facilities Engineering Command Northwest, Silverdale, WA.	NV	25
	Naval Facilities Engineering Command Southeast, Jacksonville, FL.	NV	25
	Naval Facilities Engineering Command Southwest, San Diego, CA.	NV	25
	Naval Facilities Engineering Command Hawaii, Pearl Harbor, HI.	NV	25
	Naval Facilities Engineering Command Marianas, Agana, Guam	NV	25

	Naval Facilities Engineering Command Far East, Japan, Honshu, Yokosuka		NV	25
	Naval Facilities Institute, Port Hueneme, CA.		NV	25
EEOC FORMS and Documents Included With This Report				
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]		X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement		X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier		X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to NCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]		X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans		
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other		

		compliance issues	
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	<b>X</b>	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	<b>X</b>	*Organizational Chart	<b>X</b>

**EEO Program Status Report**  
**FY 2015**  
**Parts E**  
**Executive Summary**



<b>EEOC FORM 715-01  PART E</b>	<p align="center"><i>U.S. Equal Employment Opportunity Commission</i></p> <p align="center"><b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b></p>	
<b>Naval Facilities Engineering Command (NAVFAC)</b>	<b>For period covering July 1, 2014 to June 30, 2015.</b>	
<p align="center"><b>EXECUTIVE SUMMARY</b></p>		
<p><b>NAVFAC Mission</b></p> <p>The Naval Facilities Engineering Command (NAVFAC) is the Systems Command that builds and maintains sustainable facilities, delivers utilities and services, and provides Navy expeditionary combat force capabilities. NAVFAC delivers best value facilities engineering and acquisition for the Navy and Marine Corps, Unified Commanders, and Department of Defense agencies. NAVFAC has 13 component commands, 9 of which are Facilities Engineering Commands that report to two Echelon III commands, NAVFAC Atlantic or NAVFAC Pacific. NAVFAC also has two centers that perform specialized missions. The Naval Facilities Engineering and Expeditionary Warfare Center, supports combatant capabilities and sustainable facilities through specialized engineering, technology development, and lifecycle logistics services. The Navy Crane Center, leads the Navy shore-based weight handling program by establishing policy and providing engineering, acquisition, technical support, training and evaluation services to all Navy shore activities worldwide. In addition, NAVFAC provides program management for all aspects of the Naval Construction Force, the Seabees, and equipment/materiel management for the Naval Beach Group and other Naval Special Operating Units.</p> <p><b>Introduction</b></p> <p>During the 2015 reporting period, 1 July 2014 through 30 June 2015, NAVFAC made progress in achieving a Model Equal Employment Opportunity (EEO) program. Actions were taken to eliminate program deficiencies and eliminate potential barriers to equal employment opportunity. Due to prolonged vacancies at some of the NAVFAC EEO offices and the focus on improving the timeliness of complaints/ reasonable accommodation processing, NAVFAC was unable to complete the barrier analysis and recruitment analysis. The focus on these critical areas has allowed NAVFAC to make great strides in improved timeliness over the course of 2015. NAVFAC has provided trained enterprise-wide on how to conduct in-depth barrier analysis in 2016. Despite these efforts, deficiencies remain and greater analysis to identify the root cause of low participation rates of Hispanic Males, Hispanic Females, White Females, Individuals with Targeted Disabilities</p>		

(IWTD), and Asian Males in the high grades is required.

### **Summary of Self-Assessment Against the EEO Model Essential Elements**

NAVFAC is committed to maintaining effective affirmative programs of equal employment opportunity under Section 717 of Title VII and effective affirmative action programs under Section 501 of the Rehabilitation Act. NAVFAC's commitment is evident at all levels of the organization.

#### **ESSENTIAL ELEMENT A: Demonstrated Commitment from Agency Leadership**

##### **Strengths**

- The NAVFAC Commander issued an EEO Policy Statement, a Policy Statement on the Prevention and Elimination of Harassment in the Workplace, an Alternative Dispute Resolution Policy Statement, a Reasonable Accommodation Policy Statement, and a Diversity Policy Statement. The Commanding Officers (CO) at NAVFAC Echelon III and IV commands (herein referred to as NAVFAC Commands) also issued EEO Policy Statements and most issued multiple policy statements addressing many of the areas above.
  - The NAVFAC EEO Policy statement assures the following principles:
    - All federal civilian employees and applicants for employment shall be given fair treatment, respect, and equal employment opportunity regardless of their race, color, religion, sex, national origin, age, disability or genetic information.
    - Equal employment opportunity practices and policies shall govern all aspects of NAVFAC's operations, personnel/employment programs, management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation.
    - All employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition.
    - Workplace harassment will not be tolerated; allegations of harassment will be immediately investigated.
    - Reprisal against anyone for opposing discrimination or for participating in the discrimination complaint process will not be tolerated.
    - Where allegations of harassment or reprisal are substantiated, appropriate action will be taken.
    - NAVFAC supports the rights of all employees to exercise their rights under the civil rights statutes.
- EEO Posters are posted on official bulletin boards and on the NAVFAC portal.
- NAVFAC Senior leaders communicated their support and commitment to the principles of EEO through:

- The NAVFAC Commander announcement of the start of the Command's annual assessment.
- NAVFAC Senior Executive Service members volunteered to be Special Emphasis Program (SEP) Champions.
- During SEP observance events NAVFAC leaders have actively communicated their commitment through their participation and speeches during such events.
- Several EEO Posters contain messages from the Commanding Officer stating their commitment to EEO.
- EEO program information was distributed to all employees. NAVFAC Commands report using a variety of methods to disseminate EEO program information to the workforce, to include: sending all hands emails, conducting training, making available brochures containing information about EEO, reasonable accommodation and alternative dispute resolution (ADR), and posting information on the NAVFAC portal.
  - The NAVFAC EEO page was redesigned during the reporting period. The EEO website contains links to sub-pages with information for Employees, Supervisors, and EEO Practitioners. The websites contain information on the Affirmative Employment Program, the Special Emphasis Programs, the Discrimination Complaints Program, the Disability Program, and the Diversity Program. EEO policies and instructions from the Equal Employment Opportunity Commission, the Department of Defense, the Department of the Navy (DON), and NAVFAC are posted on the website.
- New Supervisors are required to attend EEO training. New employees and supervisors are provided copies of Command EEO policy statements. All NAVFAC employees are required to take the DON EEO training on the Total Workforce Management Services (TWMS) website. Several commands also conducted in-person training throughout their areas of responsibility. For example, the NAVFAC Southwest Deputy EEO Officer (DEEEO) conducted supervisory training not only in San Diego, but also in China Lake CA, Twenty-nine Palms CA, Seal Beach CA, Ventura County CA, and Fallon NV. The NAVFAC Southeast DEEEO conducted training in Jacksonville FL, Key West FL, Mayport FL, Pensacola FL, Orlando FL, Gulfport MS, Meridian MS, New Orleans LA, Fort Worth TX, Kingsville TX, Corpus Christi TX, and Millington TN. NAVFAC Washington conducted in-person training in Washington DC, Dahlgren VA, and Indian Head MD. The Command Deputy EEO Officer (CDEEEO) conducted supervisory training in Naples Italy.
- Subordinate commands accomplished their annual assessment for the current reporting period.

## Weaknesses

- None identified.

## ESSENTIAL ELEMENT B: Integration of EEO into the Agency's Strategic Mission

### Strengths

- The NAVFAC CDEEOO has regular and effective means of informing the NAVFAC Commander, the Executive Director and other senior leaders on the EEO Program. During the reporting period the CDEEOO:
  - Provided the State of the EEO Brief to the EEOO.
  - Provided EEO Updates to the EEOO, Executive Director, and Chief Management Officer. Information shared includes: EEO metrics, status on FY14 initiatives, progress in achieving the six essential elements of a model EEO program, complaint processing data, and reasonable accommodation processing data.
  - Provided EEO metrics during the quarterly Resources Board (RB) meetings, which is attended by senior leaders. The RB is a metric and execution review board to improve agility, assess corporate risk, track the execution of the internal resources (dollars and workforce) allocated within the current fiscal year, and review compliance issues (e.g., human capital, contract court, etc.).
- NAVFAC DEEOOs have regular and effective access to senior leaders. The frequency of meetings ranged from monthly to quarterly. Meetings were conducted as needed and when requested by senior leaders.
- The NAVFAC CDEEOO and other EEO Officials are present during deliberations regarding strategic workforce planning, recruitment, selection for training/career development opportunities and other workforce changes.
  - The CDEEOO attended the Business Management Board (BMB) meetings. The BMB is an advisory board to the Senior Leadership Board for significant issues pertaining to the coordination, integration, and management of NAVFAC business and support lines. It is also a decision board that manages the day-to-day operations and provides direction and oversight of programs, policies, and initiatives.
  - The CDEEOO attended the RB meetings.
  - The CDEEOO attended the Position Management Board (PMB) meetings. The PMB is responsible for assessing the mission of the organization, the skillful use of people to accomplish the organization's mission, while conserving average grade levels and controlling personnel costs. PMBs use a systematic approach to determine the

number of positions needed, the skills and knowledge required, and the grouping and assignment of duties and responsibilities to achieve the maximum efficiency and economy in the work force. Several DEEOO report attending their command's PMBs.

- The CDEEOO attends the bi-weekly Business Director Meetings and bi-weekly Director of Civilian Human Resources (DCHR) – Human Resources Director (HRD) meetings. DEEOOs are invited to attend the DCRH-HRD meetings.
- In December 2014, NAVFAC held an HR Program Review Meeting in San Diego. All NAVFAC HRDs and DEEOOs attended the meeting. The goals for the meeting were to review FY 2014 goals, update NAVFAC priorities for FY 2015 and discuss strategies for the HR community. During the meeting working groups, composed of HRD and DEEOO were formed to address the following issues: 1) Are we meeting our FEC commanders needs/expectations?, 2) Is the Human Resources (HR) function organized to meet our mission?, 3) Are we communicating effectively both internally and externally?, and 4) Integration of EEO Planned Activities into the strategic plan.
- During the reporting period NAVFAC implemented a Fiscal Year 2015 Civilian Hiring Strategy. EEO Officials provided input into the development and implementation of the strategy.
  - The CDEEOO provided input into the Fiscal Year 2015 NAVFAC Hiring Plan. The guiding principle of the hiring plan was: “Following merit system principles, recruit a diverse civilian workforce that brings a wide variety of backgrounds and education, work and life experiences to NAVFAC to improve our performance.”
  - The CDEEOO and NAVFAC EEO headquarters EEO Specialists attended the Hiring Executive Steering Group (ESG) meetings. The CDEEOO is a member of the Hiring Working Group (HWG). The Hiring ESG and the HWG were established to provide direction, program oversight, track progress, provide workforce analysis, share best practices, identify barriers and improve processes, and improve internal and external communication.
  - NAVFAC EEO and HR Specialist have worked collaboratively to implement the hiring strategy. To assist the NAVFAC Business Lines (BL), Support Lines (SL), and Functional Areas (FA) address their hiring needs HR and EEO Specialists were assigned as consultants to each BL, SL, and FA. Hiring Champions were encouraged to take into consideration where they recruit and how they recruit to ensure that they obtain a diverse applicant pool.
- EEO Officials at headquarters and at NAVFAC Commands work collaboratively with HR in recruitment, training, and reasonable accommodations.
- EEO Officials at headquarters and at NAVFAC commands work collaboratively with

counsel in the processing of discrimination complaints. Many NAVFAC Command EEO Offices have regular meetings with counsel to address complaint issues. At the headquarters level, EEO Officials collaborate with headquarters counsel to provide advice and guidance to field activities.

#### Weaknesses

- Resourcing issues impacted NAVFAC Commands ability to conduct barrier analysis. Several DEEOO reported that resources were diverted to discrimination complaint processing and reasonable accommodation request processing due to increased complaint activity and requests for reasonable accommodations. When comparing complaint activity at the end of the third quarter of FY 2014 with the complaint activity at the end of third quarter FY 2015, there was a 47% increase in the number of completed counselings, a 19% increase in the number of informal complaints filed, a 67% increase in the number of formal complaints filed, and a 44% increase in completed investigations. Furthermore, some Commands were short staffed due to vacancies during the reporting period and others due to low staffing levels. These factors limited the resources available to conduct an analysis.
- To address this weakness, NAVFAC Commands will develop a strategy for conducting barrier analysis during the 2016 reporting period. Furthermore, NAVFAC will take a new approach to conducting barrier analysis. Instead of requiring NAVFAC Command's to conduct five simultaneous barrier analysis efforts into the low participation of Hispanic Males, Hispanic Females, White Females, IWTD, and Asian Males in high graded positions, a project based approach will be implemented. This new approach will allow commands to focus their limited resources into one barrier analysis effort at a time for a two month period. It is expected that this new approach will structure and pace barrier analysis into a more manageable process. Additional information may be found in Part I of this report.

#### Essential Element C: Management and Program Accountability

##### Strengths

- EEO Officials at headquarters and NAVFAC Commands provide EEO updates to senior management officials. The frequency of the updates range from monthly to quarterly.
- The NAVFAC EEO Policy Statement makes clear that all employees, including managers and supervisors, play a role in the EEO program. The NAVFAC EEO Policy Statement states the following:
  - “As Commander, I strongly support and affirm the full implementation of equal employment opportunity through Model EEO Programs at every level within the Command. Each and every one of us has a critical role in creating an environment free from discrimination or harassment. All personnel shall ensure their actions fully demonstrate their commitment and support of this policy. EEO/diversity is the

responsibility of every employee and I am counting on all Commanders, Commanding Officers, Directors, supervisors, managers, and employees to ensure compliance with this policy.”

- EEO Specialists, HR Specialists and other NAVFAC personnel worked to effectively implement the NAVFAC EEO Program.
  - The NAVFAC Corporate Recruitment Program Manager is actively and purposefully implementing programs to diversify NAVFACs applicant pool. She represents NAVFAC as part of the Navy SYSCOM Civilian Recruiting, Diversity & Affinity Partnership. The SYSCOM Partnership uses efficient and innovative recruiting strategies to enable the Department of the Navy to acquire top talent through exclusive access to high caliber candidate pools. As a team, the SYSCOMs identify targeted recruiting venues that align with specific hiring needs and provide a diverse talent pool for hiring managers to draw upon when making important hiring decisions. The Command Recruiter works with the NAVFAC Commands in developing plans on how to conduct targeted recruitment based on data provided through barrier analysis efforts.
  - EEO and HR Specialists at all levels work collaboratively with supervisors, and when deemed necessary the Office of General Counsel, in the processing of reasonable accommodation requests. Prior to requesting an expanded job search the DCHR, the CDEEOO, and Counsel review NAVFAC Commands’ accommodation efforts.
  - As stated above, HR and EEO Specialists worked collaboratively as consultants in the implementation of the FY 2015 NAVFAC Civilian Hiring Strategy.
  - NAVFAC HR professionals held six virtual job fairs via Defense Connect Online (DCO) during the reporting period. During these job fairs, information was shared with participants about Veterans hiring, resume writing, job opportunities at NAVFAC, navigating the USAJOBS application process, Schedule A, the OPM Shared Register (Bender List), Pathways, and Federal benefits.
  - The NAVFAC HR Analytics Program Manager and an HR intern assisted in the NAVFAC barrier analysis efforts. The NAVFAC HR Analytics Program Manager created an Excel spreadsheet to display applicant flow data<sup>1</sup> in a usable format. This information was shared with all NAVFAC Commands for their barrier analysis efforts. The HR intern created a NAVFAC specific National Civilian Labor Force

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<sup>1</sup> The Department of the Navy EEO Office provided each major command applicant flow data from the Office of Personnel Management. When individuals applied to a position through USAJOBS they were provided the opportunity to voluntarily self-identify their race/ethnicity, gender and disability status. The applicant flow data identifies how many people applied, qualified, were referred, and selected for NAVFAC positions.

(NCLF) to more accurately identify areas of low participation in the NAVFAC workforce.

- NAVFAC managers and supervisors are provided yearly EEO training. Subordinate commands report various training topics are addressed, to include: EEO, ADR, and reasonable accommodation procedures. As stated above, several NAVFAC Commands conducted in-person training for supervisors and managers. In-person supervisor training is a significant undertaking at a command like NAVFAC where managers and supervisors are spread out throughout the country.
- The CDEEOO holds monthly meetings with the NAVFAC DEEOO to discuss issues and developments impacting the NAVFAC EEO Program. Training was also provided during some of the monthly meetings. During the reporting period the following practitioner training was conducted:
  - Seven discrimination complaint training sessions
  - Three Management Directive 715 training sessions
  - Two reasonable accommodation training sessions
- The CDEEOO participated in Investigator General (IG) Site Inspections of the Naval Facilities Engineering and Expeditionary Warfare Center and NAVFAC Far East. The CDEEOO also conducted site visits at NAVFAC Europe Africa Southwest Asia (EURAFSWA) and NAVFAC Southwest.
- To improve accountability, a standardized critical element for EEO Specialists was drafted that required compliance with regulatory and DON goals for timely processing of discrimination complaints. Standardized critical elements were also developed for reasonable accommodation request processing. These standardized critical elements were forwarded to all HRDs and to DEEOOs for inclusion into EEO Specialists and HR Specialists, where appropriate, FY 2015 performance plans.
- The NAVFAC developed a NAVFAC efficiency scorecard that tracked the timely processing of discrimination complaints and reasonable accommodation requests. The quarterly scorecards were briefed to NAVFAC leadership during EEO Updates.
- During the reporting period, a standardized reasonable accommodation tracking spreadsheet was created. NAVFAC Commands submitted quarterly reasonable accommodation requests processing tracking spreadsheets. The spreadsheet data was used to develop a reasonable accommodation request efficiency scorecard. Discussions were held after each submission of the spreadsheet with each command's DEEOO or RA Point of Contact to discuss their command's processing. The spreadsheet allowed the CDEEOO and the NAVFAC Commands to identify areas to improve.



- A FY 2015 NAVFAC EEO Plan of Actions and Milestones (POA&M) was developed. The POAM detailed actions to be executed during the fiscal year to accomplish the planned activities from the FY 2015 NAVFAC EEO Program Status Report and other activities related to the EEO program.

#### Weaknesses

- During the 2015 reporting period, reviews of the NAVFAC Merit Promotion Program Policy and Procedures, Employee Recognition Awards Program and Procedures, and Employee Development/Training Programs for systemic barriers that may impede full participation were not executed.
- To address this weakness, NAVFAC has developed a plan to eliminate this program deficiency. Details of the plan may be found in Part H of this report.

#### Essential Element D: Proactive Prevention of Unlawful Discrimination

##### Strengths

- Using the workforce data tables from HR Link a five year trends analysis was conducted. See attached workforce data analysis.
- All NAVFAC Commands were required to submit their annual self-assessment. NAVFAC Commands submitted the various parts of the EEO Program Status report to the NAVFAC headquarters' EEO Office for consolidation. To assist NAVFAC Command personnel in completing this year's submission and improve future barrier analysis efforts, training was provided on the completion of the EEO Program Status Report and barrier analysis.
- The NAVFAC Commander issued a Prevention and Elimination of Harassment in the Workplace Policy Statement. The policy statement:
  - Informs employees as to what type of behavior is prohibited.
  - Informs employees of the steps to take if faced with a harassment situation.
  - Provides the following avenues of redress: their supervisor, the Human Resources Office, the EEO Office, or the Investigator General.
  - States that NAVFAC has zero tolerance for harassment and that allegations of harassment will be immediately investigated and where substantiated, appropriate action will be taken.
- NAVFAC headquarters initiated the barrier analysis process into the low participation rates of Hispanic Males, Hispanic Females, White Females, IWTD, and Asian Males in high graded positions, in the NAVFAC workforce. NAVFAC's barrier analysis efforts, during

the 2015 reporting period, focused on examining potential issues impacting the participation rate of the various demographic groups by analyzing workforce data and applicant flow data. Greater detail of the results of NAVFAC's barrier analysis efforts can be found in Part I of this report.

#### Weaknesses

- Most NAVFAC Commands did not conduct in-depth barrier analysis. To address this weakness, plans have been developed for the 2016 reporting period to promote analysis at the NAVFAC Command's. As mentioned above, the planned activities for 2016 will take a new approach to conducting barrier analysis. Instead of requiring NAVFAC Command's to conduct five simultaneous barrier analysis efforts into each demographic group, a project based approach will be implemented in the 2016 reporting period. Greater details may be found in Part I of this report.

#### Essential Element E: Efficiency

##### Strengths

- During the reporting period audits of the Naval Facilities Engineering and Expeditionary Warfare Center, NAVFAC Far East, NAVFAC EURAFSWA, and NAVFAC Southwest's EEO programs were conducted.
- Each subordinate command has designated a reasonable accommodation point of contact to coordinate and assist with the processing of reasonable accommodation requests.
- During the reporting period NAVFAC Command's began using a standardized reasonable accommodation tracking spreadsheet. On a quarterly basis all NAVFAC Commands submitted their reasonable accommodation tracking spreadsheets. Upon receipt of the quarterly spreadsheets the CDEEOO contacted each DEEOO to discuss the processing of reasonable accommodation requests. Through the use of the standardized tracking spreadsheets and discussions, some commands have been able to identify areas for improvements in their reasonable accommodation processing.
- The NAVFAC Complaints Manager conducted reviews of NAVFAC iComplaints data to verify Commands timely processing of EEO complaints in accordance with regulations and DON goals and to ensure timely and accurate updating of the iComplaints database.
- As stated above, an EEO Program POAM was developed and disseminated to all NAVFAC Commands. The POA&M specified when Commands and the NAVFAC Complaints Manager were to conduct reviews of iComplaints data. Commands were required to conduct reviews of iComplaints data by the first of each month. The Complaints Manager was required to complete reviews of iComplaints data by the 8<sup>th</sup> of each month. During the 4<sup>th</sup> quarter FY 2015 the NAVFAC Complaints Manager dedicated one day each work week

to reviewing iComplaints data and submitting requests to Commands to update iComplaints data.

- The Complaints Manager reviewed monthly complaints processing reports issued by the DON which included complaints processing status. The DON provided NAVFAC with a monthly Navy Case Status Report which shows the status of investigations; including pending, assigned and unassigned investigations, and the timeliness of submissions to the Department of Defense, Defense Civilian Personnel Advisory Service, Investigations and Resolutions Directorate (IRD). The IRD report was reviewed and reconciled on a monthly basis by the NAVFAC Complaints Manager in an effort to improve efficiencies of complaints processing and timely completion of investigations.
- The NAVFAC Complaints Manager with the assistance of the CDEEOO developed a monthly EEO Metrics Report that was provided to the Chain of Command on a monthly basis and to various other NAVFAC senior leaders on a quarterly basis during the NAVFAC Resources Board meetings.
- The NAVFAC Commander issued an ADR Policy Statement strongly encouraging all employees to consider ADR to resolve workplace dissatisfaction.

#### Weaknesses

- Ninety percent of reasonable accommodation requests are not processed within the timeframes established by the DON procedures for processing reasonable accommodations. A Part H Plan (Plan to Eliminate Identified Program Deficiencies) was developed to address this issue.
- Discrimination Complaints are not processed within DON and regulatory timeframes. A Part H Plan (Plan to Eliminate Identified Program Deficiencies) was developed to address this issue.
- NAVFAC does not track recruitment efforts and analyze its efforts to identify potential barriers in accordance with MD-715 and DON standards. A Part H Plan (Plan to Eliminate Identified Program Deficiencies) was developed to address this issue.

#### Essential Element F: Responsiveness and Legal Compliance

##### Strengths

- NAVFAC takes compliance with EEOC Administrative Judge's orders and directives very seriously. During the reporting period several compliance reports were submitted to the Equal Employment Opportunity Commission (EEOC), Office of Federal Operations, Compliance Officer and the DON Office of EEO Management. Compliance reports were provided within thirty (30) calendar days of the completion of all ordered corrective action, as ordered by the EEOC. The NAVFAC Discrimination Complaints Manager has been tasked with ensuring all required compliance reports are timely provided to appropriate parties.

- NAVFAC is responsive to DON requests and requirements.

#### Weaknesses

- All orders of relief were not processed within 150 days. To address this weakness, the NAVFAC complaints manager will monitor compliance more closely to ensure all compliance orders are processed in a timely manner. However, it should be noted that not all compliance actions can be completed within 150 days due to required coordination and reliance on other organizations, such as the Defense Finance and Accounting Services.
- Commands did not submit interim status reports every 30 days until all corrective action in orders were fully implemented. The EEOC orders do not require interim status reports. To address this weakness, the NAVFAC complaints manager will monitor compliance more closely to ensure all compliance orders are processed in a timely manner.

#### Program Deficiencies

In the Fiscal Year (FY) 2015 NAVFAC EEO Program Status Report, three program deficiencies were identified as follows:

- Discrimination Complaints were not processed within the applicable time frames.
- Ninety percent of accommodation requests were not processed within the time frame established in the DON Procedures for Processing Requests for Reasonable Accommodation.
- NAVFAC does not track recruitment efforts and analyze its efforts to identify potential barriers in accordance with the Equal Employment Opportunity Commissions (EEOC) Management Directive (MD) 715 and Department of the Navy (DON) standards.

To address the program deficiencies the following actions were taken:

- To increase the accountability for processing discrimination complaints and reasonable accommodation requests, standardized critical elements were developed and included in appropriate EEO Specialists performance plans to ensure proper complaint and reasonable accommodation request processing. Human Resources (HR) Specialists with reasonable accommodation processing duties also had critical elements included in their performance plans.
- Individual Developments Plans (IDP) were established for EEO Specialists to develop and maintain their skills and knowledge of discrimination complaints and reasonable accommodation requests processing. HR Specialists with reasonable accommodation processing duties also had IDPs developed.

- EEO Specialists attended numerous training sessions to improve their processing of complaints and reasonable accommodation requests, including seven complaint training sessions and two reasonable accommodation training sessions provided by NAVFAC Headquarters. HR Specialists also attended the reasonable accommodation training sessions.
- Each NAVFAC Command developed and submitted to the NAVFAC CDEEOO plans on how they intended to improve the timeliness of reasonable accommodation requests processing and discrimination complaint processing.

NAVFAC Commands' processing times for discrimination complaints and reasonable accommodation complaints have improved during the reporting period.

The following table shows the improvements in processing of reasonable accommodation requests through the third quarter of FY 2015<sup>2</sup>.

<b>Percentage<sup>3</sup> of Timely<sup>4</sup> Processed Reasonable Accommodation Request by FY 2015 Quarter</b>			
	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter
Timely Decision on Whether to Accommodate	36%	50%	66%

NAVFAC Commands reported an increase in reasonable accommodation requests in FY 2015, as compared to previous fiscal years. At the end of the third quarter of FY 2015, NAVFAC Commands made a determination on whether to provide a reasonable accommodation for 89 requests.

<sup>2</sup> Fourth quarter was not available due to the submission timeframes for this report. FY 2015 quarters are being used as opposed to the reporting period because the NAVFAC FY 2015 EEO Program Status Report planned activities were based on the fiscal year. The DON EEO Office advised the use of the reporting period timeframes after the completion of the FY 2015 report.

<sup>3</sup> Percentages are cumulative throughout the fiscal year, therefore, untimely processing from previous quarters carry over into subsequent quarters.

<sup>4</sup> Timeliness is based on DON procedures which state that the determination to accommodate an employee should be completed within 30 calendar days from the date the request was made. DON Procedures for Processing Requests for Reasonable Accommodations, Chapter 2, paragraph IV.B.7.

The following table shows the improvements in processing of discrimination complaints through the third quarter of FY 2015.

<b>Percentage<sup>5</sup> of Timely<sup>6</sup> Processed Complaints by FY 2015 Quarter</b>			
	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter
Timely Completed Counseling	68%	80%	84%
Timely Submitted Counselor's Reports	39%	44%	47%
Timely Issuance of Accept/Dismiss Letters	38%	40%	44%
Timely Requests for Investigations	12%	22%	29%
Timely Completed Investigations	60%	53%	67%

NAVFAC Commands have improved the processing timeframes of discrimination complaints despite a significant increase in the number of complaints filed. When comparing complaint activity at the end of the third quarter of FY 2014 with the complaint activity at the end of third quarter FY 2015, there was a 47% increase in the number of completed counselings, a 19% increase in the number of informal complaints filed, a 67% increase in the number of formal complaints filed, and a 44% increase in completed investigations. Over the last two fiscal years, complaint activity has steadily increased. Increase complaint activity occurred between FY 2013 and FY 2014. When comparing the increase in complaint activity between the end of the third quarter of FY 2013 to the end of FY 2015, there was a 92% increase in completed counseling, a 57% increase in informal complaints filed, a 103% increase in formal complaints filed, and a 5% increase in

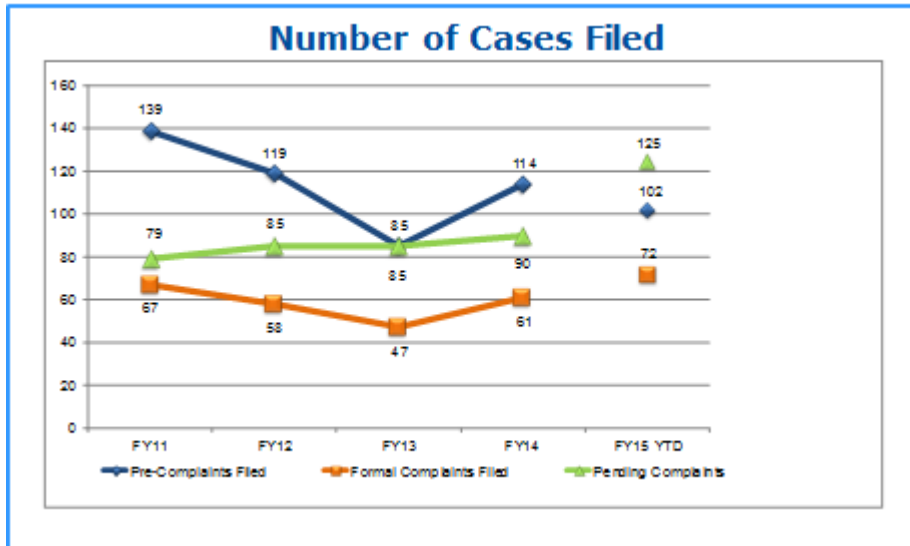
<sup>5</sup> Percentages are cumulative throughout the fiscal year, therefore, untimely processing from previous quarters carry over into subsequent quarters.

<sup>6</sup> Timeliness is determined as follows:

- Completed Counseling: Counseling must be completed within 30 days of the contact date with the EEO office requesting counseling, unless the aggrieved person agrees to a longer period of no more than an additional 60 days. 29 Code of Federal Regulations (C.F.R.) §1614.105(d).
- Counselors Report: An EEO Counselor's must submit a Counselor's Report within seven days after notification by the EEO Case Manager or other appropriate official that a formal complaint has been filed. Department of the Navy Discrimination Complaints Management Manual, Chapter 2 paragraph III.D.2.a.
- Acceptance/Dismissal Letter: The Complaints manager/EEO Office must issue the acknowledgement/dismissal letter within 30 calendar days after receipt of the EEO Complaint. Department of the Navy Discrimination Complaints Management Manual, Chapter 5 paragraph IV.A.1.
- Request for Investigation: A request for investigation must be made within 30 days of the filing of the formal EEO complaint. Department of the Navy Discrimination Complaints Management Manual, Chapter 5, Paragraph I.3.
- Completed Investigation: An agency must complete its investigation within 180 days of the date of filing of an individual complaint or within the regulatory time frames after a written extension, amendment of claims, or consolidation of multiple complaints. See 29 C.F.R. §§1614.108(e),(f), and 1614.606.

completed investigations.

The table below shows the number of informal and formal complaints filed over the last five fiscal years and the number of pending formal complaint in NAVFAC, as of 30 June 2015.



The increase in complaint activity is not limited or caused by an increase at one specific NAVFAC Command; rather, most Commands have seen an increase. The exact reasons for the increase in complaint activity are not known. Possible reasons may include: greater access to the EEO Office after HR service delivery and/or greater familiarity of the EEO complaint process due to increased training.

- NAVFAC created a standardized reasonable accommodation spreadsheet to track the timeliness of reasonable accommodation requests. The spreadsheet allowed the CDEEOO and the NAVFAC Commands to identify areas to improve reasonable accommodation request processing.
- A NAVFAC efficiency scorecard was developed to provide leadership with information on the timely processing of complaints and reasonable accommodation requests. The quarterly scorecards were briefed to NAVFAC leadership during EEO Updates.
- A working group was formed to develop procedures for NAVFAC Commands to conduct barrier analysis of their recruitment efforts. Two draft procedures were developed.

Despite these efforts the above program deficiencies persist. The DON has established a 90% timeliness rate goal for the processing of discrimination complaints and the EEOC's has established a 90% measure for the timely processing of reasonable accommodation requests. As seen above, additional improvement is required to meet the 90% goals for discrimination complaints and

reasonable accommodation request processing. The FY 2015 planned activity to execute a barrier analysis of NAVFAC recruitment efforts was not done; therefore, that planned activity will be carried over into the 2016 reporting period. Furthermore, NAVFAC's self-assessment identified an additional program deficiency; reviews of the NAVFAC Merit Promotion Program Policy and Procedures, Employee Recognition Awards Program and Procedures, and Employee Development/Training Programs for systemic barriers that may impeded full participation have not been executed. Planned activities have been developed to eliminate the program deficiencies and can be found in Part H of this report.

### **Barrier Elimination**

In the FY 2015 EEO Program Status Report four plans (Part I plans) were developed to eliminate potential barriers to equal employment opportunity for:

- Hispanic Males and Females
- White Females
- Individuals with Targeted Disabilities
- Asian Males and Females in high graded positions

Planned activities were executed during the 2015 reporting period intended to assist NAVFAC Commands in conducting barrier analysis. The following actions were taken:

- A Plan of Actions and Milestones (POA&M) was developed. The Part I Plans planned activities were included as part of the POAM actions.
- The NAVFAC CDEEOO conducted the barrier analysis training in December 2014. Management Directive 715 and Barrier Analysis training was also conducted in June 2015.
- Bi-Monthly meetings were held to discuss progress in the NAVFAC Commands' barrier analysis efforts. Furthermore, NAVFAC commands provided quarterly updates on their progress in their barrier analysis efforts.

Few NAVFAC Commands were able to conduct barrier analysis during the reporting period due to the increase in discrimination complaints and reasonable accommodation requests. Several Commands diverted resources to processing discrimination complaints and reasonable accommodation requests. NAVFAC Army Workload Performance System<sup>7</sup> (AWPS) data shows, through the third quarter of FY 2015, 47% of EEO specialist time, that entered information into AWPS, was spent on discrimination complaint processing, 24% on reasonable accommodation request processing, and only 6.4% in MD-715 or Affirmative Employment Program related activities.

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<sup>7</sup> AWPS is a web-based system used to monitor the tasks performed and the time spent associated with each task. EEO Practitioners enter the number of hours they spend performing tasks associated with different components of the EEO Program such as informal complaints, formal complaints, reasonable accommodation, alternative dispute resolution, EEO training, etc..



Barrier Analysis was conducted into the low participation of the groups identified above by NAVFAC Headquarters. NAVFAC's barrier analysis efforts, during the 2015 reporting period, focused on examining potential issues impacting the participation rate the various demographic groups by analyzing workforce data and applicant flow data.

The initial step in the process was to establish an appropriate comparator to use as a benchmark. The EEOC MD-715 instructs agencies to compare their populations to the National Civilian Labor Force (NCLF). In previous years, NAVFAC used the NCLF provided by the EEOC to compare the NAVFAC workforce population of the various EEO demographic groups (i.e Hispanic Males, Hispanic Females, White Males, White Females, Black Males, Black Females, etc.) with the NCLF. If the percentage of a particular group in the NAVFAC population was lower than the percentage in the NCLF, it was determined that there was a low participation rate of that group in the NAVFAC workforce. Low participation "triggers" the need to conduct an analysis or study to determine if there are any practices, policies, or procedures that limit or tend to limit equal employment opportunity for specific groups. However, the NCLF provided by the EEOC is not the best comparator to use to determine if low participation exist in the NAVFAC workforce because the NCLF includes all occupations in the civil labor force, some of which are not present in the NAVFAC workforce. Therefore, a NAVFAC NCLF was created to determine if the low participation identified in the NAVFAC FY 2014 EEO Program Status Report existed when a command specific NCLF is used. The NAVFAC NCLF showed that there is a higher percentage of Hispanic Males in the NAVFAC NCLF than in the EEOC NCLF, but a lower percentage of Hispanic Females and White Females. There is no NCLF for IWTD.

The use of the NAVFAC NCLF showed that even with a more refined NCLF, the demographic groups above continue to have low participation rates in the NAVFAC workforce. The results of the barrier analysis revealed the following:

- **Hispanic Males:** The 2015 reporting period barrier analysis shows that the Hispanic Male workforce has a low participation in the NAVFAC population. However, the participation rate of Hispanic Males has increased in each of the last five reporting periods. Hispanic Males participation in the engineering major occupations<sup>8</sup> is greater than the occupational NCLF. In most all non-engineering NAVFAC major occupations Hispanic Males have a low participation rate with the exception of the General Business and Industry series.

The applicant flow data shows that Hispanics are applying for NAVFAC positions. The

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<sup>8</sup> Major occupations for MD-715 purposes are agency occupations that are mission-related and heavily populated. The following are the NAVFAC major occupations for MD-715 purposes: Management and Program Analyst (343), General Engineering (801), Engineering Technician (802), Architecture (808), Civil Engineering (810), Environmental Engineering (819), Mechanical Engineering (830), General Business and Industry (1101), Contracting (1102), and Information Technology Management (2210)

applicant flow data suggests that Hispanic Males have a potential low participation rate of applicants referred and selected for NAVFAC positions. Hispanic Males are applying for positions above the appropriate comparator group, but in many cases are selected at rates lower than what the comparator would suggest. This analysis indicates that additional investigation into the selection process is required.

Analysis should be conducted to determine if there are any policies, practices or procedures in place that is limiting equal employment opportunity of Hispanic Males in the application process that is leading to low selection rates.

- **Hispanic Females.** The 2015 reporting period barrier analysis shows that the Hispanic Female workforce has a low participation in the NAVFAC population. The participation rate of Hispanic Females has remained relatively constant over the last five reporting periods.

The applicant flow data shows that Hispanics are applying for NAVFAC positions, when compared to individuals that self-identified their race and gender; however the selection rate of Hispanic Females is below both the EEOC and NAVFAC NCLF. Out of the 12 occupational series either designated as NAVFAC major occupations or identified in the NAVFAC FY 2015 Hiring Strategy, Hispanic Females are represented above the occupational NCLF in eight series, including all of the engineering series. However, the selection rate of Hispanic Females is below the occupational NCLF in the majority of NAVFAC major occupation and the series identified in the NAVFAC 2015 Hiring Strategy. This analysis indicates that additional investigation into the selection process is required.

Analysis should be conducted to determine if there are any policies, practices or procedures in place that is limiting equal employment opportunity of Hispanic Females in the application process that is leading to low selection rates.

- **White Females.** The 2015 reporting period barrier analysis shows that the White Female workforce has a low participation in the NAVFAC population. The participation rate of White Females has steadily decreased in each of the last five reporting periods. The applicant flow data shows that White Females are applying for NAVFAC positions at low levels when compared to their participation rate in the relevant NCLF. The low level of participation is present throughout all the stages of the hiring process in the applicant flow data. This analysis indicates that additional investigation into the recruitment process is required.

Analysis should be conducted to determine if there are any policies, practices or procedures in place that is limiting equal employment opportunity of White Females in the application

process that is leading to low application rates.

- **Individuals with Targeted Disabilities.** A review of the participation rate of IWTD continues to be below the DON 2% and decreased during the FY 2015 reporting period when compared to the 2014 reporting period. Very few IWTD were hired into the NAVFAC workforce and only represented 0.30% of all hires. The analysis into the applicant flow data indicates that IWTD comprise a very small percentage (i.e. 0.82%) of the total applicants apply for position with NAVFAC. The data also shows that as applicants proceed through the stages of the application process provided by OPM (i.e. applied, qualified, referred, and selected), the percentage of IWTD decrease in each stage, when compared to all applicants in the specific stage. The data reveals a lack of IWTD applicants.

The small percentage of IWTD applicants indicates the need to conduct an analysis of the NAVFAC recruitment process for IWTD to determine if NAVFAC recruitments are reaching IWTD. Additional analysis is also needed to determine the cause of the low referral rate to hiring officials of IWTD.

In the FY 2014 NAVFAC EEO Program Status Report, the Plan to Eliminate Identified Barriers pertaining to IWTD stated that two NAVFAC Commands reported potential attitudinal barriers. NAVFAC Commands did not report an attitudinal barrier in their 2015 EEO Program Status Reports.

- **Asian Males and Females in the high grade.** In the 2014 NAVFAC EEO Program Status Report the participation rates of Asian Males and Females in high graded positions (i.e. GS-14 and GS-15) were identified as demographics with low participation. However, Asian Females no longer have a low participation rate at the GS-15 pay grade. At the end of the 2015 reporting period there was one additional Asian Female at the GS-15 grade level in comparison to the end of the 2014 reporting period. The additional Asian Female eliminated the low participation rate of Asian Females in the high grades. Consequently, no analysis of the Asian Female population in the high grades was conducted.

The analysis revealed that while Asian Males have low participation in the GS-14 grade level and a greater rate of low participation at the GS-15 grade level; Asian Males are present in the feeder grades. Due to the relatively small number of high grades, a small change in number can have a significant impact on the participation rate of Asian Males in the high grades.

Future analysis into the low participation rates of Asian Males in the high grades should include determining where geographically and organizationally high grade positions are located in comparison to the Asian Males in the feeder grades and the number of high grades at each NAVFAC Command. Analysis may also need to be conducted on

NAVFAC's promotion policy and what is the path to reach the high grades (i.e. are individuals promoted from within the NAVFAC feeder grades or is there an outside path that is used to fill high grade positions). The analysis above did not reveal a policy, practice, or procedure that is limiting equal employment opportunity for Asian Males. Greater analysis is required.

Plans have been developed for the 2016 reporting period to further NAVFAC's barrier analysis process and to promote analysis at the NAVFAC Command's. The planned activities for 2016 will take a new approach to conducting barrier analysis, as described above. The barrier analysis effort for each demographic group will be conducted in two-month period. By establishing timeframes to focus barrier analysis efforts into one group at a time, it is hoped that the NAVFAC Command's will be able to execute the analysis conducted at the headquarters level at each Command.

### **Individuals with Disabilities Program**

During the reporting period NAVFAC has made progress in its disability program. Areas of improvement have included training of managers and supervisors on the special hiring authorities for individuals with disabilities and on reasonable accommodation. As stated above, during the reporting period NAVFAC Command's began using a standardized reasonable accommodation tracking spreadsheet that was used to create a scorecard and pinpoint areas for improvement in the accommodation process. Rehabilitation Act and reasonable accommodation training was provided to EEO and HR Specialist. Lastly, barrier analysis for IWTD has begun and will be promulgated to the NAVFAC Commands.

During the reporting period, NAVFAC initiated a hiring strategy to grow the civilian workforce after two years that included a hiring freeze, sequestration, furloughs, workforce shaping events, and cost-saving initiatives. The NAVFAC headquarters EEO office provided input into the development of the FY 2015 NAVFAC Civilian Hiring Strategy. NAVFAC EEO and HR specialists have worked collaboratively to implement the hiring strategy. To assist the NAVFAC Business Lines (BL), Support Lines (SL), and Functional Areas (FA) address their hiring needs HR and EEO specialists have been assigned as consultants to each BL, SL, and FA. During meetings with the Hiring Champions from each BL, SL, and FA, the HR and EEO consultants have inquired about their hiring strategy. Hiring Champions were encouraged to take into consideration where they recruit and how they recruit to ensure that they obtain a diverse applicant pool. In FY 2016, NAVFAC will release a corporate recruitment strategy that will provide more focus on targeted recruitment based on information derived from barrier analysis efforts.

NAVFAC Commands reports indicate initiatives to improve the hiring of IWTD and individuals with non-targeted disabilities. NAVFAC Commands have conducted training for managers and supervisors on reasonable accommodation and hiring sources and authorities for individuals with disabilities. Specific hiring authorities address include the Schedule A hiring authority for individuals with disabilities, 30% Disabled Veterans hiring authority, Veterans Recruitment Appointment (VRA), and the Veterans Employment Opportunity Act (VEOA). Furthermore, NAVFAC Commands have attended numerous outreach events and careers fairs aimed at increasing awareness of NAVFAC career opportunities, increasing the applicant pool of individuals with disabilities, and providing potential applicants information on how to apply for employment with NAVFAC. Subordinate commands have also established numerous partnerships with organizations that serve the disability community.

Despite the efforts addressed above, the participation rate of individuals with targeted disabilities (IWTD) decreased during the reporting period. The participation rate of IWTD in the NAVFAC workforce is 0.58%, below the Department of Defense and Department of the Navy (DON) goal of 2%. During the reporting period only four IWTD were hired into the NAVFAC workforce, while 17 IWTD separated. An analysis of applicant flow data shows that during the reporting period there were 67,308 applicants for NAVFAC positions, of which only 549 self-identified as being an IWTD representing 0.82% of all applicants. After applicants' resumes were reviewed by a DON Office of Civilian Human Resources HR specialist to determine who was best qualified, only 121 IWTD (0.32%) were referred to a hiring official. There was a 77.96% decrease in the number of people that applied for a position compared to those that were actually referred. This percentage is much larger than the decrease for all applicants, which was 51.60%. The percentage of ITWD selected was 0.22%. While some ITWD are applying for positions, additional analysis is required to determine if there are any barriers to equal employment opportunities for IWTD.

The participation rate of individuals with non-targeted disabilities decreased during the reporting period. The participation rate of individuals with non-targeted disabilities in the NAVFAC population is 6.44%. During the reporting period 67 individuals with non-targeted disabilities were hired into the NAVFAC workforce and 128 separations. The applicant flow data shows that 859 applicants (1.28%) identified themselves as an individual with a non-targeted disability. After a review of the resumes by a HR Specialist only 257 (0.79%) were referred to the hiring official, which represents a 70.08% decrease from those that applied. Only 0.65% of the individuals selected were individuals with non-targeted disabilities, according to the applicant flow data. As with the data for IWTD, additional analysis is required to determine if there are any barriers to equal employment opportunities.

A disability program area of focus during the reporting period was reasonable accommodation. In the FY 2014 EEO Program Status Report NAVFAC identified a program deficiency in that 90% of

reasonable accommodation requests were not processed within the time frame established in the DON Procedures for Processing Requests for Reasonable Accommodation. Actions were taken to improve the timeliness of reasonable accommodation requests. During the reporting period the timelines of reasonable accommodation request processing improved from a 36% timeliness rate in the first quarter to 50% timeliness rate in the second quarter and a 66% timeliness rate in the third quarter.

While progress has been made in the NAVFAC disability program, there remains room for improvement.

### Career Development Program

To support the Navy's and NAVFAC's vision for a high-performing workforce, NAVFAC created the Leadership Development Program to provide more robust developmental opportunities for its future civilian senior leaders. The program is designed to provide for deliberate development through progressive learning opportunities consisting of formal education and training, rotational assignments, and other developmental activities. Employees selected for the program will be challenged to perform outside their sphere of influence and "comfort zone."

An analysis of the participation rate in the NAVFAC LDP was conducted.

The table below shows that number and percentage of LDP eligible population, candidates that applied, candidates that were nominated by their commands, and the candidates selected by race/ethnicity and gender.

2016 NAVFAC Leadership Development Program Candidates by Race and Sex															
	Total	White		Hispanic		Black		Asian		Native Hawaiian/Other Pacific Islander		American Indian/Alaskan Native		Two or More Races	
		Males	Females	Males	Females	Males	Females	Males	Females	Male	Females	Males	Females	Males	Females
Applicants	113	46	27	5	3	2	7	7	11	1	3	0	1	0	0
%	100.00%	40.71%	23.89%	4.42%	2.65%	1.77%	6.19%	6.19%	9.73%	0.88%	2.65%	0.00%	0.88%	0.00%	0.00%
Nominated	52	23	13	3	0	0	2	3	6	1	0	0	1	0	0
%	100.00%	44.23%	25.00%	5.77%	0.00%	0.00%	3.85%	5.77%	11.54%	1.92%	0.00%	0.00%	1.92%	0.00%	0.00%
Selected	35	13	10	2	0	0	2	1	5	1	0	0	1	0	0
%	100.00%	37.14%	28.57%	5.71%	0.00%	0.00%	5.71%	2.86%	14.29%	2.86%	0.00%	0.00%	2.86%	0.00%	0.00%
Eligible Population*	7184	3331	1443	269	170	291	319	703	393	93	75	27	16	32	22
%	100.00%	46.37%	20.09%	3.74%	2.37%	4.05%	4.44%	9.79%	5.47%	1.29%	1.04%	0.38%	0.22%	0.45%	0.31%

The analysis revealed that White Females, Black Females, Asian Females, and American Indian/Alaskan Native Females applied and selected at higher rates than in the eligible population. Females overall were selected at a higher rate than their participation rate in the eligible population. Females were also selected at a higher rate in the FY 2015 cadre of LDP candidates.

Hispanic Males and Native Hawaiian or Other Pacific Islander Males were selected at higher rates than their participation rate in the eligible population. Males applied at lower rates than their

participation rate in the eligible population. The reasons for the low participation rate of Males in the LDP are not known.

The table below shows that number and percentage of LDP eligible population, candidates that applied, candidates that were nominated by their commands, and the candidates selected by disability status.

2016 NAVFAC Leadership Development Program Candidates by Disability Status					
	Total	No Disability	Not Identified	Other Disabilities	Targeted Disability
Applicants	113	106	3	4	0
%	100.00%	93.81%	2.65%	3.54%	0.00%
Nominated	52	51	0	1	0
%	100.00%	98.08%	0.00%	1.92%	0.00%
Selected	36	35	0	1	0
%	100.00%	97.22%	0.00%	2.78%	0.00%
Eligible Population*	7183	6586	137	438	22
%	100.00%	91.69%	1.91%	6.10%	0.31%

The analysis revealed that IWTD and individuals with non-targeted disabilities applied at lower rates than their participation rate in the eligible population. There were no IWTD applicants to the LDP. There were no IWTD applicants in the FY 2015 cadre. The number of individuals with non-targeted disabilities that applied and were selected increased in the FY 2016 LDP cadre. The reasons for the low participation rate of IWTD and individuals with non-targeted disabilities are unknown.

### NAVFAC Workforce Analysis

At the end of the 2015 reporting period, the NAVFAC workforce was comprised of 14,636 civilian permanent and temporary appropriated fund employees.

The workforce data used in this analysis was obtained from the DON HR Link database. HR Link is the authoritative data source for all HR workforce data and is administered by the DON Office of Civilian Human Resources. All 2015 reporting period data is as of 30 June 2015.

This analysis provides a high level view of the NAVFAC workforce. The information provided in this analysis is informative, but a more in-depth analysis will be necessary in order to determine the root cause of what is creating low participation rates for specific demographic groups in this analysis.

The table below shows the number and percentage of the NAVFAC workforce by race/ethnicity and gender over the last five reporting periods (RP).

RNO/Gender	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	NAVFAC CLF	NFCLF minus 2015 rate
Hispanic Male	652	642	633	612	625	6.12%	1.85%
	3.90%	3.94% ↑	4.06% ↑	4.18% ↓	4.27% ↑		
Hispanic Female	302	290	287	271	268	3.41%	1.58%
	1.81%	1.78% ↓	1.84% ↑	1.85% ↑	1.83% ↓		
White Male	8,307	8,109	7,762	7,285	7,384	46.66%	
	49.73%	49.82% ↑	49.80% ↓	49.77% ↓	50.45% ↑		
White Female	2,405	2,302	2,188	2,022	2,015	28.76%	14.99%
	14.40%	14.14% ↓	14.04% ↓	13.81% ↓	13.77% ↓		
Black Male	1,334	1,321	1,261	1,171	1,131	5.94%	
	7.99%	8.12% ↑	8.09% ↓	8.00% ↓	7.73% ↓		
Black Female	600	594	583	545	548	4.09%	0.35%
	3.59%	3.65% ↑	3.74% ↑	3.72% ↓	3.74% ↑		
Asian Male	1,710	1,626	1,498	1,426	1,383	2.11%	
	10.24%	9.99% ↓	9.61% ↓	9.74% ↑	9.45% ↓		
Asian Female	700	666	626	605	584	1.59%	
	4.19%	4.05% ↓	4.02% ↓	4.13% ↑	3.99% ↓		
NHOP Male	313	322	338	311	328	0.09%	
	1.87%	1.98% ↑	2.17% ↑	2.12% ↓	2.24% ↑		
NHOP Female	140	145	144	140	139	0.05%	
	0.84%	0.89% ↑	0.92% ↑	0.96% ↑	0.95% ↓		
AIAN Male	93	100	95	89	80	0.70%	
	0.56%	0.61% ↑	0.61% =	0.61% =	0.55% ↓		
AIAN Female	38	39	39	36	31	0.38%	0.17%
	0.23%	0.24% ↑	0.25% ↑	0.25% =	0.21% ↓		

The 2015 reporting period workforce data shows that Hispanic Males, Hispanic Females, White Females, Black Females, and American Indian/Alaskan Native Females participate at lower rates in the NAVFAC workforce than in the NAVFAC National Civilian Labor Force (NAVFAC NCLF)<sup>9</sup>. The data shows that the participation rate of White Females has decreased in each of the last four years. In each of the last four reporting periods, with the exception of the 2014 reporting period, the population of Hispanic Males and Black Females has increased, but their representation rate remains below the NAVFAC NCLF. The participation rate of Hispanic Females has increased

<sup>9</sup> The NCLF provided by the EEOC is not the best comparator to use to determine if low participation exists in the NAVFAC workforce because the NCLF includes all occupations in the civil labor force, some of which are not present in the NAVFAC workforce. Therefore, a NAVFAC NCLF was created to determine if the low participation identified in the NAVFAC FY 2014 EEO Program Status Report existed when a command specific NCLF is used.



in the 2013 and 2014 reporting periods and slightly decreased in the 2015 reporting period. American Indian /Alaska Native Females' participation rates showed increases in the 2012 and 2013 reporting periods with no change in the 2014 reporting period and a decrease in participation in the 2015 reporting period.

Part I Plans (Plans to Eliminate Identified Barriers) have been developed to determine if there are any policies, practices, or procedures that limit or tend to limit the participation of Hispanic Males, Hispanic Females, and White Females in the NAVFAC workforce. Although Black Females and American Indian/Alaskan Native Females also participate at lower rates than their representation in the NCLF, the 2016 reporting period barrier analysis efforts will be limited to those demographic groups that the DON has historically developed Part I Plans for in the past. Limiting the number of barrier analysis efforts will allow NAVFAC and the NAVFAC Commands to establish barrier analysis procedures and remain responsive to the likely DON Part I Plans. Once the procedures are established and command personnel gain experience conducting in-depth barrier analysis, additional barrier analysis plans will be executed for Black Females and American Indian/Alaskan Native Females. It is anticipated that the additional barrier analysis efforts will be initiated in the 2017 reporting period.

## **General Schedule High Grades and Feeder Grade Level**<sup>10</sup>

The table below shows the representation of individuals in the NAVFAC workforce in the SES, the General Schedule (GS) high graded positions and feeder grades by Race/Ethnicity and Gender.

PARTICIPATION RATES FOR SES/Senior Executives and Pipeline Grades by Race/Ethnicity and Gender												
Grade Levels	RACE/ETHNICITY											
	Hispanic or Latino		Non- Hispanic or Latino									
			White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native	
	male	female	male	female	male	female	male	female	male	female	male	female
Senior Executive Service	0	0	6	3	1	0	0	0	0	0	0	0
	0.00%	0.00%	60.00%	30.00%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS 15	9	4	112	53	9	1	9	9	0	0	0	0
	4.33%	1.92%	53.85%	25.48%	4.33%	0.48%	4.33%	4.33%	0.00%	0.00%	0.00%	0.00%
GS 14	17	9	339	153	14	21	58	35	3	1	1	0
	2.60%	1.37%	51.76%	23.36%	2.14%	3.21%	8.85%	5.34%	0.46%	0.15%	0.15%	0.00%
GS 13	78	48	1,144	470	76	77	198	112	19	19	11	2
	3.44%	2.12%	50.42%	20.77%	3.35%	3.39%	8.73%	4.94%	0.84%	0.84%	0.48%	0.09%
GS 12	162	109	1,712	763	188	220	427	237	67	55	15	14
	4.05%	2.72%	42.76%	19.06%	4.70%	5.49%	10.66%	5.92%	1.67%	1.37%	0.37%	0.35%
RCLF <sup>3</sup>	3.57%	2.62%	45.31%	19.60%	5.05%	5.25%	8.59%	5.75%	1.41%	1.33%	0.42%	0.31%

A review of the NAVFACs high grades indicates that participation in the Senior Executive Service (SES) was historically been limited to White Males and Black Males until the 2015 reporting period when three White Females were selected for SES position in NAVFAC.

Hispanic Males and Females, Black Males and Females, Asian Males and Females, Native Hawaiian/Other Pacific Islander Males and Females, and American Indian/Alaskan Native Males and Females in the GS-15 and GS-14 grade levels (i.e. high grades) participate at lower rates than their participation in the NAVFAC GS population. At the GS-13 grade level (i.e. the feeder grade into high grade positions) Hispanic Male and Females, Black Male and Females, Asian Females, and American Indian/Alaskan Native Females participate at lower rates than in the NAVFAC GS population. White Males and Females, and Asian Males, have a high participation rate in the high

<sup>10</sup> The data for the grade level analysis is from the MD-715 Table A4-1 (Participation Rates for General Schedule (GS) Grades by Race/Ethnicity and Sex), as of 30 June 2015.

grades and in the feeder grades.

A Part I Plan (Plan to Eliminate Identified Barriers) was created to determine if there are any barriers to equality of employment opportunity for Asian Males in the high grades (i.e. GS-14 and GS-15 positions). This is a DON initiative. NAVFAC as a whole does have a low participation rate of Asian Males in the high grades. In previous reports Asian Females in high graded positions were also identified as a group with low participation. During the 2015 reporting period an additional Asian Female was hired as a GS-15 position, thereby eliminating the low participation rate. All NAVFAC Commands with low participation of Asian Males and Females in the high grades will conduct a barrier analysis. In the future additional analysis will be conducted into the low participation rates of other demographic groups in the high grades.

## **Federal Wage System<sup>11</sup>**

The table below shows the number and percentage of the NAVFAC workforce by race/ethnicity and gender in the Federal Wage System.

PARTICIPATION RATES FOR FWS/Federal Wage System by Race/Ethnicity and Gender												
Grade Levels <sup>a</sup>	RACE/ETHNICITY											
	Non- Hispanic or Latino											
	Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native	
	Male	female	male	female	male	female	male	female	male	female	male	female
WS	13	1	223	5	47	0	27	1	11	2	2	0
	3.87%	0.30%	66.37%	1.49%	13.99%	0.00%	8.04%	0.30%	3.27%	0.60%	0.60%	0.00%
RCLF <sup>s</sup>	5.79%	0.13%	61.57%	1.15%	13.53	0.50%	11.30	0.17%	4.04%	0.13%	0.82%	0.00%
WL	21	0	192	3	45	4	40	0	14	0	4	0
	6.48%	0.00%	59.26%	0.93%	13.89%	1.23%	12.35%	0.00%	4.32%	0.00%	1.23%	0.00%
RCLF	5.79%	0.13%	61.57%	1.15%	13.53	0.50%	11.30	0.17%	4.04%	0.13%	0.82%	0.00%
WG	224	5	2,370	45	527	19	450	7	159	4	31	0
	5.78%	0.13%	61.15%	1.16%	13.60%	0.49%	11.61%	0.18%	4.10%	0.10%	0.80%	0.00%
RCLF	5.79%	0.13%	61.57%	1.15%	13.53	0.50%	11.30	0.17%	4.04%	0.13%	0.82%	0.00%
WD	0	0	20	0	3	0	1	0	0	0	0	0
	0.00%	0.00%	83.33%	0.00%	12.50%	0.00%	4.17%	0.00%	0.00%	0.00%	0.00%	0.00%
RCLF	5.79%	0.13%	61.57%	1.15%	13.53	0.50%	11.30	0.17%	4.04%	0.13%	0.82%	0.00%
WT	10	0	44	0	4	0	5	0	3	0	1	0
	14.93	0.00%	65.67%	0.00%	5.97%	0.00%	7.46%	0.00%	4.48%	0.00%	1.49%	0.00%
RCLF	5.79%	0.13%	61.57%	1.15%	13.53	0.50%	11.30	0.17%	4.04%	0.13%	0.82%	0.00%

The Federal Wage System (FWS) includes blue collar employees paid under the federal wage system. The FWS positions are craft trade and labor positions, which include several different pay plans (WG, WL, WS, WD and WT). The data indicates that in comparison to the overall FWS workforce, Hispanic Males, Black Females, Asian Males, Native Hawaiian/Other Pacific Islanders Males, and American Indian/Alaskan Native Males have a low participation rate in the Wage Grade Supervisory pay category. In the Wage Grade Leader pay category the following demographic groups have low participation rates: Hispanic Females, White Males and White Females, Asian Females, and Native Hawaiian/Other Pacific Islanders Females. All groups with the exception of White Females, Black Males, Asian Males and Asian Females, and Native Hawaiian/Other Pacific Islanders Males participate at lower rates in the Wage Grade non-supervisory pay category. In the Production Facilitating non-supervisory pay category the only groups with any participation are White Males, Black Males and Asian Males; all groups have a low participation rate except for

<sup>11</sup> The data for the grade level analysis is from the MD-715 Table A5-1 (Participation Rates for Wage Grades by Race/Ethnicity and Sex), as of 30 June 2015.

White Males. In the Wage Grade Apprentice and Shop trainee pay category the only groups participating are Hispanic Males, White Males, Black Males, Asian Males, Native Hawaiian/Other Pacific Islander Males and American Indian/Alaskan Native Males. The only groups in the Wage Grade Apprentice and Shop trainee pay category participate at a higher rate are Hispanic Males, White Males, Native Hawaiian/Other Pacific Islanders Males, and American Indian/Alaskan Native Males.

### **NAVFAC Major Occupations**<sup>12,13</sup>

The table below shows the demographic groups with low participation rates in each of the NAVFAC major occupations. White Males are participating below the Occupational Civilian Labor Force<sup>14</sup> (OCLF) in eight out of the ten NAVFAC major occupations. American Indian/Alaskan Native Males and Females participate below the OCLF in seven major occupations. White Females are participating below the OCLF in six major occupations. Hispanic Males and Females have low participation in five of the ten NAVFAC major occupations. Black Males and Females participate below the OCLF in four out of the ten major occupations. Asian Females participation rates are below the OCLF in three major occupations. Native Hawaiian/Other Pacific Islander Females and Asian Males participate below the OCLF in one major occupation. Native Hawaiian/Other Pacific Islander Males have high representation in all ten of NAVFACs major occupations.

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<sup>12</sup> The data for the major occupation analysis is from the MD-715 Table A6 (Participation Rates for Major Occupations by Race/Ethnicity and Sex), as of 30 June 2015.

<sup>13</sup> For MD-715 purposes Major Occupations are defined as occupations that are mission-related and heavily populated, relative to other occupations.

<sup>14</sup> The Occupational Civilian Labor Force data is obtained from the 2006-2010 American Community Survey Equal Employment Opportunity Tabulations. The EEOC developed a crosswalk that provides the appropriate Census occupation code for each federal occupation.

<b>Major Occupations with Low Participation by Race and Sex</b>		
Whites Males (8)	White Females (6)	Hispanic Males (5)
0343 – Management and Program Analysis 0801 – General Engineer 0810 – Civil Engineer 0819 – Environmental Engineer 0830 – Mechanical Engineer 1102 – Contracting 2210 – Information Technology Management 0808 - Architecture	0802 – Engineering Tech 1101 – General Business and Industry 1102 – Contracting 2210 – Information Technology Management 0808 – Architecture 0810 – Civil Engineer	0343 – Management and Program Analysis 0802 – Engineering Tech 1102 – Contracting 2210 – Information Technology Management 0808 - Architecture

<b>Major Occupations with Low Participation by Race and Sex</b>		
Hispanic Females (5)	Black Males (4)	Black Females (4)
0801 – General Engineer 0802 – Engineering Tech 0810 – Civil Engineer 1101 – General Business and Industry 0808 - Architecture	0830 – Mechanical Engineer 0810 – Civil Engineer 0819 – Environmental Engineer 0343 – Management and Program Analysis	0802 – Engineering Tech 0810 – Civil Engineer 0830 – Mechanical Engineer 1101 – General Business and Industry

Major Occupations with Low Participation by Race and Sex		
Asian Males (1)	Asian Females (3)	Native Hawaiian/Other Pacific Islander Female (1)
0343 – Management and Program Analysis	0801 – General Engineer 0802 – Engineering Tech 1101 – General Business and Industry	0808 - Architecture

Major Occupations with Low Participation by Race and Sex	
American Indian/Alaskan Native Male (7)	American Indian/Alaskan Native Female (7)
0801 – General Engineer 0808 - Architecture 0819 – Environmental Engineer 0830 – Mechanical Engineer 1101 – General Business and Industry 1102 – Contracting 0343 – Management and Program Analysis	0801 – General Engineer 0802 – Engineering Tech 0808 - Architecture 0810 – Civil Engineer 0819 – Environmental Engineer 1101 – General Business and Industry 1102 – Contracting

The tables below provide the participation rates of each demographic group with low participation at the end of the 2015 reporting period and their participation rates over the last five fiscal years.

Six demographic groups have continued to show declining participation rates in each of the four years since 2011: White Males in the Contracts series; Asian Females in the Engineering Technician series; Black Males in the Civil Engineering series; White Females in the General Business and Industries series; American Indian/Alaskan Native Females in the Environmental Engineering series; White Males in the Mechanical Engineering series, and White Females in the Information Technology Series.

White Males in the Management and Program Analysis series and Hispanic Females in the Architecture series are the only groups that show a decline in participation rates in the ten NAVFAC major occupations over the last two years.

The following demographic groups have no participation in the following NAVFAC major occupations: American Indian/Alaskan Native Females in the Engineering Technician series, American Indian/Alaskan Native Females in the General Engineer series, American Indian/Alaskan Native Females in the Civil Engineer series, American Indian/Alaskan Native Females in the Environmental Engineer series, American Indian/Alaskan Native Females in the Architecture series, and Native Hawaiian or Other Pacific Islander Females in the Architecture series.

### NAVFAC Major Occupations

Engineering Technician (0802) *Total Employees: 1014*

RNO/GENDER	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	OCLF
Hispanic Males	48	49	46	44	50	7.00%
	3.49%	3.82% ↑	4.11% ↑	4.26% ↑	4.93% ↑	
Hispanic Females	3	4	2	2	3	1.60%
	0.22%	0.31% ↑	0.18% ↓	0.19% ↑	0.30% ↑	
White Females	66	73	43	41	42	12.90%
	4.79%	5.69% ↑	3.85% ↓	3.97% ↑	4.14% ↑	
Black Females	7	7	7	5	5	2.20%
	0.51%	0.55%	0.63%	0.48%	0.49%	
Asian Females	12	11	6	5	3	1.90%
	0.87%	0.86%	0.54%	0.48%	0.30%	
AIAN Females	2	1	0	0	0	0.20%
	0.15%	0.08%	0.00%	0.00% =	0.00% =	



Contract Specialist (1102) Total Employees: 864

RNO/GENDER	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	OCLF
White Males	257	227	206	189	180	38.30%
	22.80%	22.15% ↓	21.59% ↓	21.55%	20.83%	
White Females	395	361	326	284	281	41.70%
	35.05%	35.22% ↑	34.17% ↓	32.38%	32.52% ↑	
Hispanic Males	16	18	18	14	16	3.40%
	1.42%	1.76%	1.89%	1.60% ↓	1.85%	
AIAN Males	11	2	2	1	1	0.40%
	0.80%	0.20%	0.21%	0.11% ↓	0.12%	
AIAN Females	7	5	4	4	3	0.50%
	0.62%	0.49% ↓	0.42%	0.46% ↑	0.35%	

General Engineer (0801) Total Employees: 648

RNO/GENDER	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	OCLF
White Males	590	475	456	443	438	71.00%
	65.34%	64.45% ↓	66.38% ↑	65.92% ↓	67.59% ↑	
Asian Females	16	16	13	13	11	1.80%
	2.05%	2.17% ↑	1.89% ↓	1.93% ↑	1.70% ↓	
Hispanic Females	3	3	2	2	4	0.70%
	0.39%	0.41% ↑	0.29% ↓	0.30% ↑	0.62% ↑	
AIAN Males	1	1	1	1	2	0.50%
	0.13%	0.14% ↓	0.15% ↑	0.15% =	0.31% ↑	
AIAN Females	0	0	0	0	0	0.10%
	0.00%	0.00% =	0.00% =	0.00% =	0.00% =	

Civil Engineer (0810) Total Employees: 606

RNO/GENDER	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	OCLF
White Males	390	378	355	317	325	72.00%
	53.063%	53.69% ↑	52.83% ↓	52.14% ↓	53.63% ↑	
White Females	78	68	70	60	55	9.11%
	10.61%	9.66% ↓	10.42% ↑	9.87% ↓	9.08% ↓	
Hispanic Females	4	4	4	3	5	0.91%
	0.54%	0.57% ↑	0.60% ↑	0.49% ↓	0.83% ↑	
Black Males	17	16	15	13	12	3.61%
	2.31%	2.27% ↓	2.23% ↓	2.14% ↓	1.98% ↓	
Black Females	4	6	5	5	4	0.72%
	0.54%	0.85% ↑	0.74% ↓	0.82% ↑	0.66% ↓	
AIAN Females	0	0	0	0	0	0.13%
	0.00%	0.00% =	0.00% =	0.00% =	0.00% =	

General Business & Industry (1101) Total Employees: 573

RNO/GENDER	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	OCLF
Hispanic Females	8	10	9	10	9	5.87%
	1.47%	1.82% ↑	1.64% ↓	1.86% ↑	1.57% ↓	
White Females	115	112	110	105	103	43.84%
	21.06%	20.36% ↓	20.04% ↓	19.48% ↓	17.98% ↓	
Black Females	26	27	25	27	25	8.89%
	4.76%	4.91% ↑	4.55% ↓	5.01% ↑	4.36% ↓	
Asian Females	18	18	19	18	18	3.64%
	3.30%	3.27% ↓	3.46% ↑	3.34% ↓	3.14% ↓	
AIAN Males	2	3	1	1	1	0.33%
	0.37%	0.55% ↑	0.18% ↓	0.19% ↑	0.17% ↓	
AIAN Females	2	2	2	2	2	0.62%
	0.37%	0.36% ↓	0.36% ↑	0.37% ↑	0.35% ↓	

Environmental Engineer (0819) Total Employees: 501

RNO/GENDER	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	OCLF
White Males	251	247	234	223	231	62.81%
	46.48%	47.41% ↑	46.34% ↓	45.70% ↓	46.11% ↑	
Black Males	13	12	12	12	13	4.27%
	2.41%	2.30% ↓	2.38% ↑	2.46% ↑	2.59% ↑	
AIAN Males	2	2	2	2	1	0.55%
	0.37%	0.38% ↑	0.40% ↑	0.41% ↑	0.20% ↓	
AIAN Females	1	0	0	0	0	0.17%
	0.19%	0.00% ↓	0.00% =	0.00% =	0.00% =	

Management Program Analysis (0343) Total Employees: 418

RNO/GENDER	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	OCLF
White Males	84	87	75	70	67	49.10%
	15.44%	16.42% ↑	16.78% ↑	16.75% ↓	16.03% ↓	
Asian Males	20	18	15	15	13	3.40%
	3.68%	3.40% ↓	3.36% ↓	3.59% ↑	3.11% ↓	
Hispanic Males	7	8	7	7	9	2.50%
	1.29%	1.51% ↑	1.57% ↑	1.67% ↑	2.15% ↑	
Black Males	14	15	13	10	10	3.00%
	2.57%	2.83% ↑	2.91% ↑	2.39% ↓	2.39% =	
AIAN Males	2	2	2	2	1	0.40%
	0.37%	0.38% ↑	0.45% ↑	0.48% ↑	0.24% ↓	

Mechanical Engineer (0830) Total Employees: 396

RNO/GENDER	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	
Black Females	2	2	1	1	1	0.40%
	0.43%	0.45% ↑	0.23% ↓	0.25% ↑	0.25% =	
Black Males	14	16	15	9	11	3.50%
	3.01%	3.58% ↑	3.44% ↓	2.24% ↓	2.78% ↑	
AIAN Males	0	1	1	1	1	0.40%
	0.00%	0.22% ↑	0.23% ↑	0.25% ↑	0.25% =	
White Males	284	273	264	239	229	78.80%
	61.08%	61.07% ↓	60.55% ↓	59.45% ↓	57.83% ↓	

Information Technology Management (2210) Total Employees: 376

RNO/GENDER	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	OCLF
Hispanic Males	12	11	13	13	12	5.30%
	2.99%	2.89% ↓	3.54% ↑	3.76% ↑	3.19% ↓	
White Males	150	146	141	136	152	52.50%
	37.31%	38.32% ↑	38.42% ↑	39.31% ↑	40.43% ↑	
White Females	70	59	55	47	47	21.10%
	17.41%	15.49% ↓	14.99% ↓	13.58% ↓	12.50% ↓	

Architecture (808) Total Employees: 355

RNO/GENDER	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	OCLF
Hispanic Males	15	15	16	15	15	4.58%
	3.74%	3.78% ↑	4.18% ↑	4.09% ↓	4.23% ↑	
Hispanic Females	8	7	7	5	4	1.68%
	2.00%	1.76% ↓	1.83% ↑	1.36% ↓	1.13% ↓	
White Males	217	209	201	196	186	64.04%
	54.11%	52.64% ↓	52.48% ↓	53.41% ↑	52.39% ↓	
White Females	63	63	61	56	57	19.56%
	15.71%	15.87% ↑	15.39% ↓	15.26% ↓	16.06% ↑	
NHPI Females	0	0		0	0	0.02%
	0.00%	0.00% =	0.00% =	0.00% =	0.00% =	
AIAN Males	2	4	2	2	1	1.25%
	0.50%	1.01% ↓	0.52% ↓	0.54% ↑	0.28% ↓	
AIAN Females	0	0	0	0	0	0.15%
	0.00%	0.00% =	0.00% =	0.00% =	0.00% =	

### Accessions

During the 2015 reporting period as of 30 June 2015, HR Link data showed that there were 1,639 accessions to the NAVFAC workforce. The data for the accessions analysis is from the MD -715 Table A8 (New hires by type of appointment distributed by race/ethnicity and gender as of 30 June 2015. The table below shows accession rates by race/ethnicity and gender over the last five reporting periods.

RNO/Sex	Accessions					
	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	NAVFAC NCLF
Hispanic Male	57	45	33	15	42	6.12%
	2.59%	3.77% ↑	3.34% ↓	3.42% ↑	2.56% ↓	
Hispanic Female	22	12	21	7	23	3.41%
	1.00%	1.00% =	2.12% ↑	1.60% ↓	1.40% ↓	
White Male	974	613	458	269	958	46.66%
	44.33%	51.30% ↑	46.31% ↓	51.42% ↑	58.45% ↓	
White Female	336	163	148	61	264	28.76%
	15.29%	13.64% ↓	14.96% ↑	13.93% ↓	16.11% ↑	
Black Male	94	96	84	17	95	5.94%
	4.28%	8.03% ↑	8.49% ↑	3.88% ↓	5.80% ↑	
Black Female	55	51	56	10	62	4.09%
	2.50%	4.27% ↑	5.66% ↑	2.28% ↓	3.78% ↑	
Asian Male	205	75	74	22	93	2.11%
	9.33%	6.28% ↓	7.48% ↑	5.02% ↓	5.67% ↑	
Asian Female	79	39	29	8	41	1.59%
	3.60%	3.26% ↓	2.93% ↓	1.83% ↓	2.50% ↑	
NHOPI Male	77	45	43	4	29	0.09%
	3.50%	3.77% ↑	4.35% ↑	0.91% ↓	1.77% ↑	
NHOPI Female	38	12	14	4	10	0.05%
	1.73%	1.00% ↓	1.42% ↑	0.91% ↓	0.61% ↓	
AIAN Male	164	13	5	3	5	0.70%
	7.46%	1.09% ↓	0.51% ↓	0.68% ↑	0.31% ↓	
AIAN Female	59	1	2	1	3	0.38%
	2.69%	0.80% ↓	0.20% ↓	0.23% ↑	0.18% ↓	

Based on the table above there has been a fluctuation of increasing and decreasing accessions rates in all of the groups over the past five reporting periods. Hispanic Females Native Hawaiian/Other Pacific Islander Females have had two years of decreasing accession rates. Four of the groups showed a decrease in representation in three out of the four reporting periods, beginning in reporting period 2012. These groups were:

- Asian Females, with decreasing representation in reporting periods 2012, 2013, and 2014. However, the representation rates in each of the reporting periods were all represented above the NAVFAC NCLF participation rates.
- Native Hawaiian/Other Pacific Islander Females, with decreasing representation in reporting periods 2012, 2014, and 2015. The representation rates in all of the reporting periods were above the NAVFAC NCLF participation rates.
- American Indian/Alaskan Native Males and Females with decreasing representation in reporting periods 2012, 2013, and 2015. The representation rates for American

Indian/Alaskan Native Males were below the NAVFAC NCLF participation rates in RP 2013, 2014, and 2015. The representation rates for American Indian/Alaskan Native Females were also below the NAVFAC NCLF participation rates in RP 2013, 2014, and 2015.

The Accession table above shows that 58.45% of all new hires in the 2015 reporting period were White males. Although this is a decrease from FY 2014 (61.42%), White Males accession rates have exceeded their participation rates in three of the past five reporting periods (2012, 2014, and 2015), when compared to NAVFAC NCLF participation rates.

### **Separations**

During the 2015 reporting period as of 30 June 2015, the HR Link data showed that there were 1,559 individuals from the NAVFAC workforce that separated for various reasons. The data for the separations analysis is from the MD-715 Table A14 (Separation by type of separation distributed by race/ethnicity and sex) as of 30 June 2015. The table below shows separation rates by race/ethnicity and sex over the last five fiscal years.

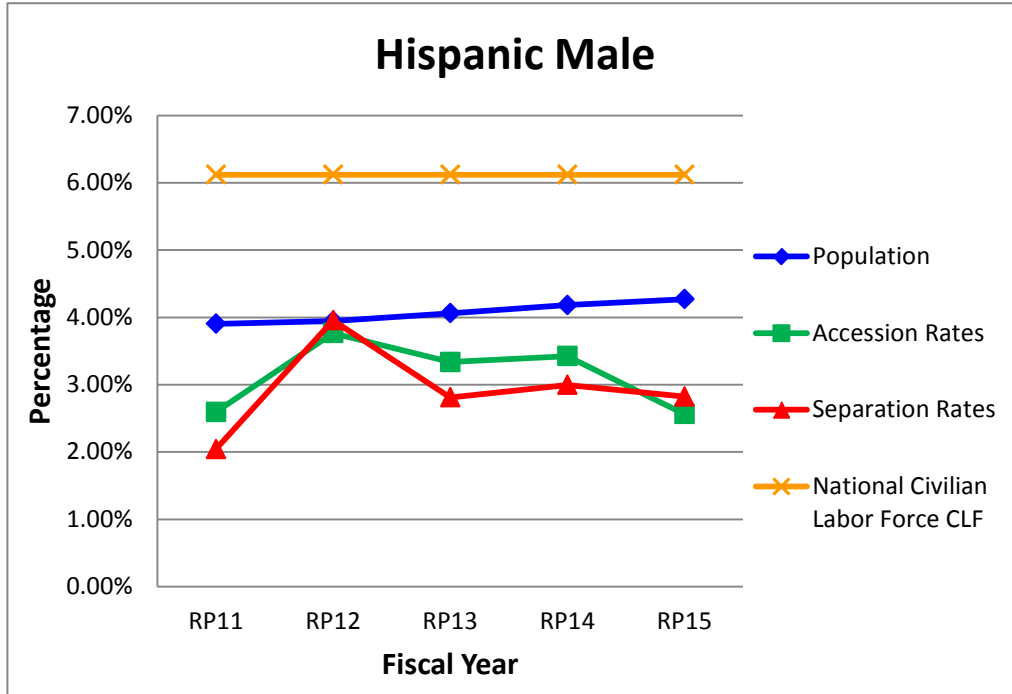
RNO/Sex	Separations					
	RP 2011	RP 2012	RP 2013	RP 2014	RP 2015	RCLF
Hispanic Male	33	67	44	41	44	4.15%
	2.04%	3.96% ↑	2.81% ↓	3.00% ↑	2.82% ↓	
Hispanic Female	34	31	28	31	35	1.81%
	2.10%	1.83% ↓	1.79% ↓	2.27% ↑	2.25% ↓	
White Male	761	827	737	717	782	49.97%
	47.09%	48.85% ↑	47.09% ↓	52.41% ↑	50.16% ↓	
White Female	280	269	229	225	244	13.84%
	17.33%	15.89% ↓	14.63% ↓	16.45% ↑	15.65% ↓	
Black Male	86	110	122	113	130	7.98%
	5.32%	6.50% ↑	7.80% ↑	8.26% ↑	8.34% ↑	
Black Female	59	65	62	51	59	3.72%
	3.65%	3.84% ↑	3.96% ↑	3.73% ↓	3.78% ↑	
Asian Male	137	153	194	93	140	9.70%
	8.48%	9.04% ↑	12.40% ↑	8.80% ↓	8.98% ↑	
Asian Female	47	68	56	33	54	4.07%
	2.91%	4.02% ↑	3.58% ↓	2.41% ↓	3.46% ↑	
NHOPI Male	26	36	25	21	18	2.17%
	1.61%	2.13% ↑	1.60% ↓	1.54% ↓	1.15% ↓	
NHOPI Female	18	14	15	11	11	0.95%
	1.11%	0.83% ↓	0.96% ↑	0.80% ↓	0.71% ↓	
AIAN Male	43	8	14	10	14	0.60%
	2.66%	0.47% ↓	0.89% ↑	0.73% ↓	0.90% ↑	
AIAN Female	23	5	3	4	6	0.23%
	1.42%	0.30% ↓	0.19% ↓	0.29% ↑	0.38% ↑	

A review of the Separation table indicates that Black Males and Black Females, Asian Males and Asia Females, and American Indian/Alaskan Native Males and American Indian/Alaskan Native Females are separating at a higher rate than their participation in the workforce. The data reveals that the separation rate of Black Males has increased every year over the last four reporting periods. The separation rate of Black Females has also increased in reporting periods 2012, 2013, and 2015. The only decrease in separations for Black Females was in reporting period 2014. The separation rate of Asian Males has also increased in reporting periods 2012, 2013, and 2015. The only decrease in separations for Asian Males was in reporting period 2014.

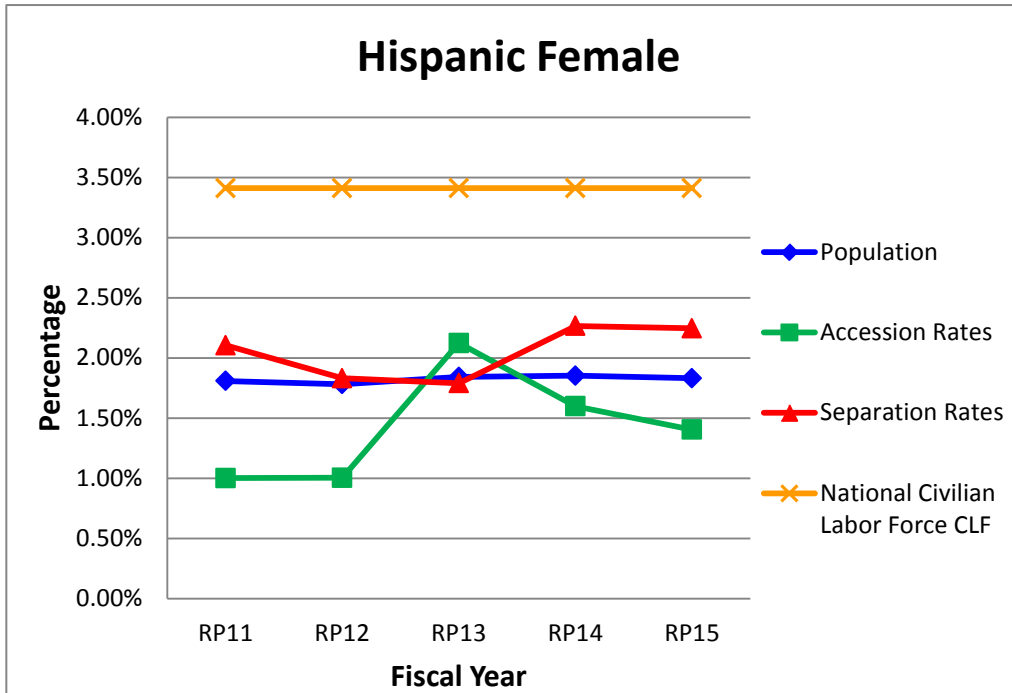
The following tables show the participation rate, accession rate, separation rate and the NAVFAC NCLF over the last five reporting periods.



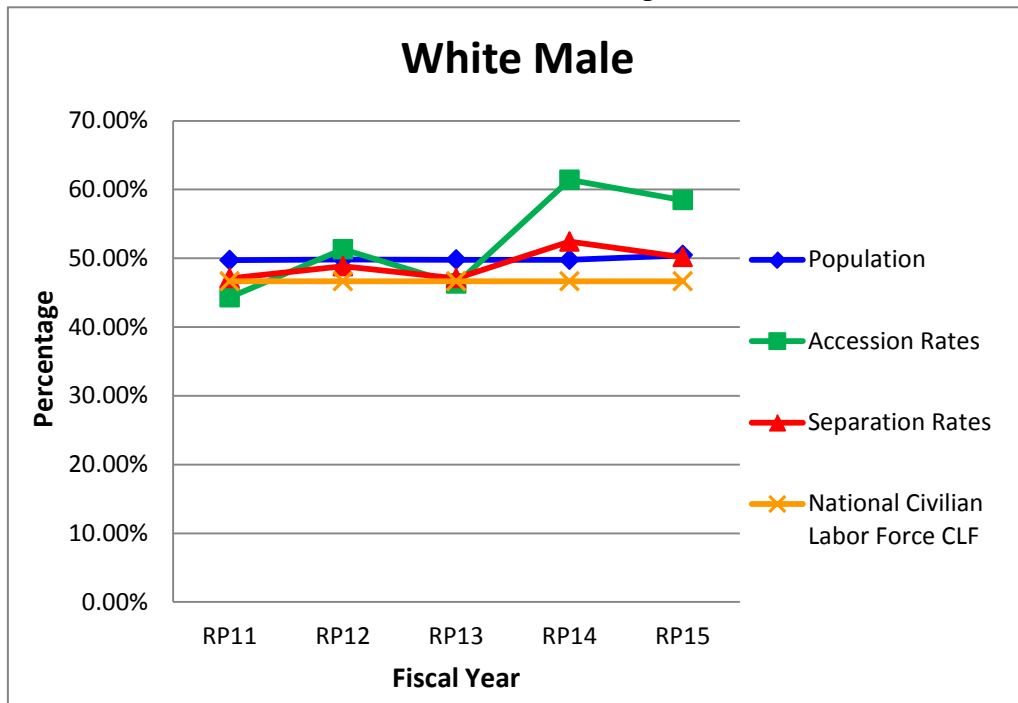
- Hispanic Males –2015 Accession rate (2.56%) and Separations rate (2.82%).



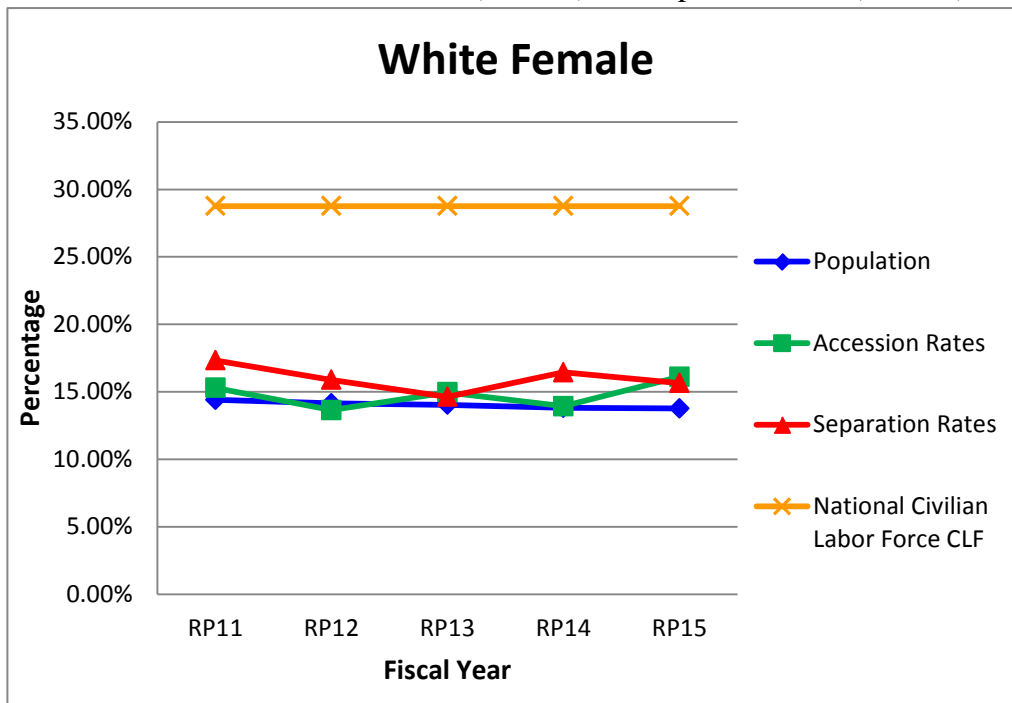
- Hispanic Females –2015 Accessions rate (1.40%) and 2015 Separations rate (2.25%).



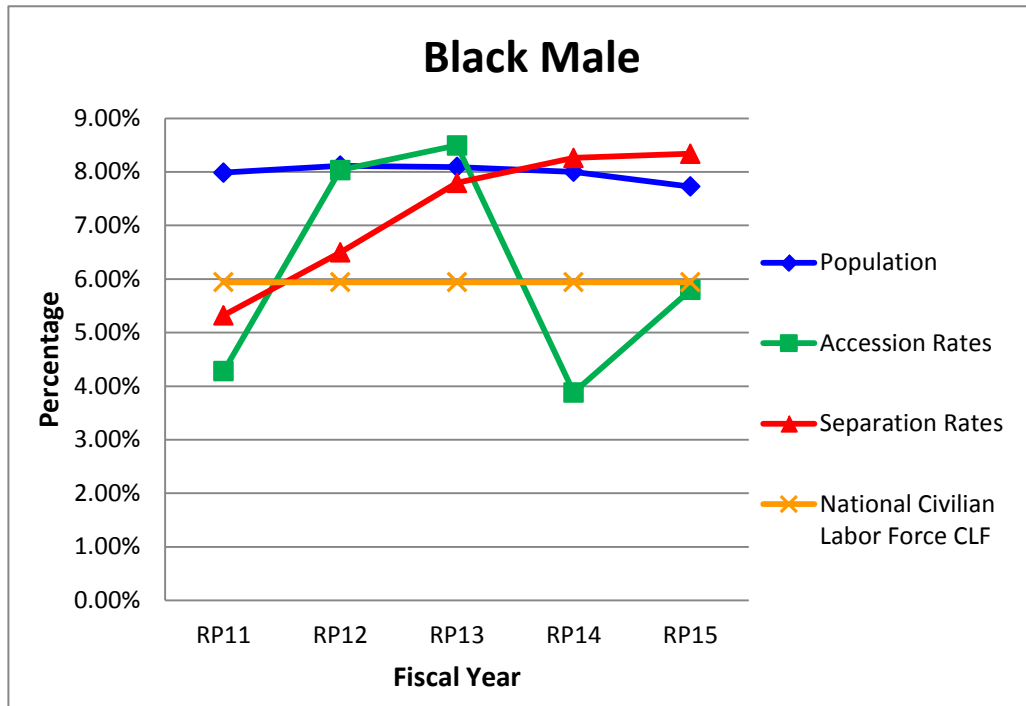
- White Males –2015 Accession rate (58.45%) and Separations rate (50.16%).



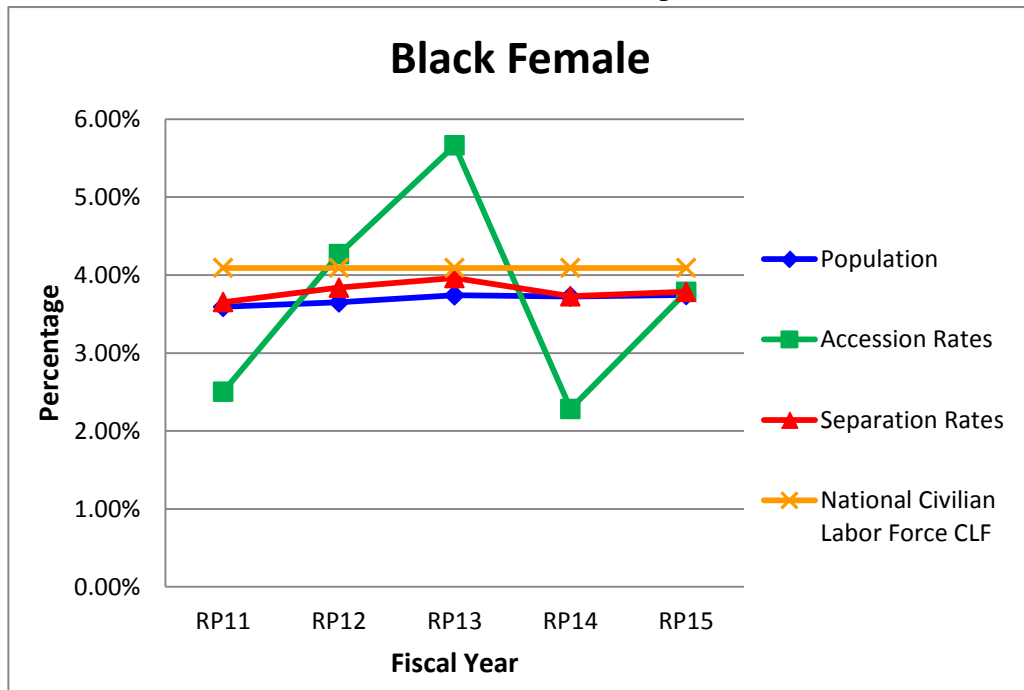
- White Females –2015 Accession rate (16.11%) and Separations rate (15.65%).



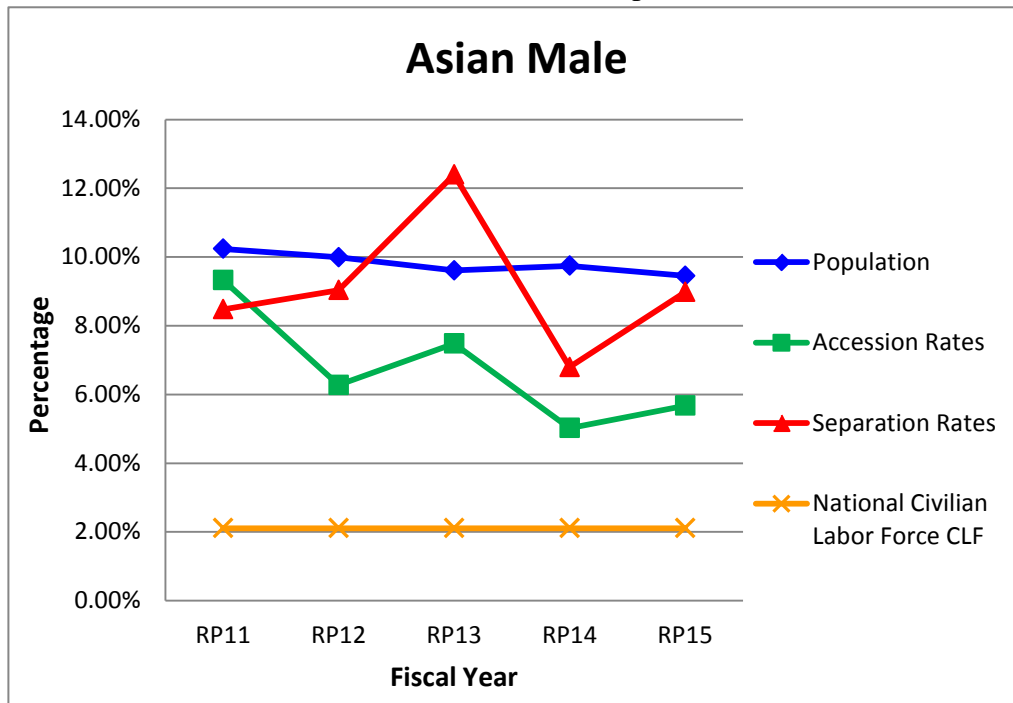
- Black Males –2015 Accession rate (5.80%) and Separations rate (8.34%).



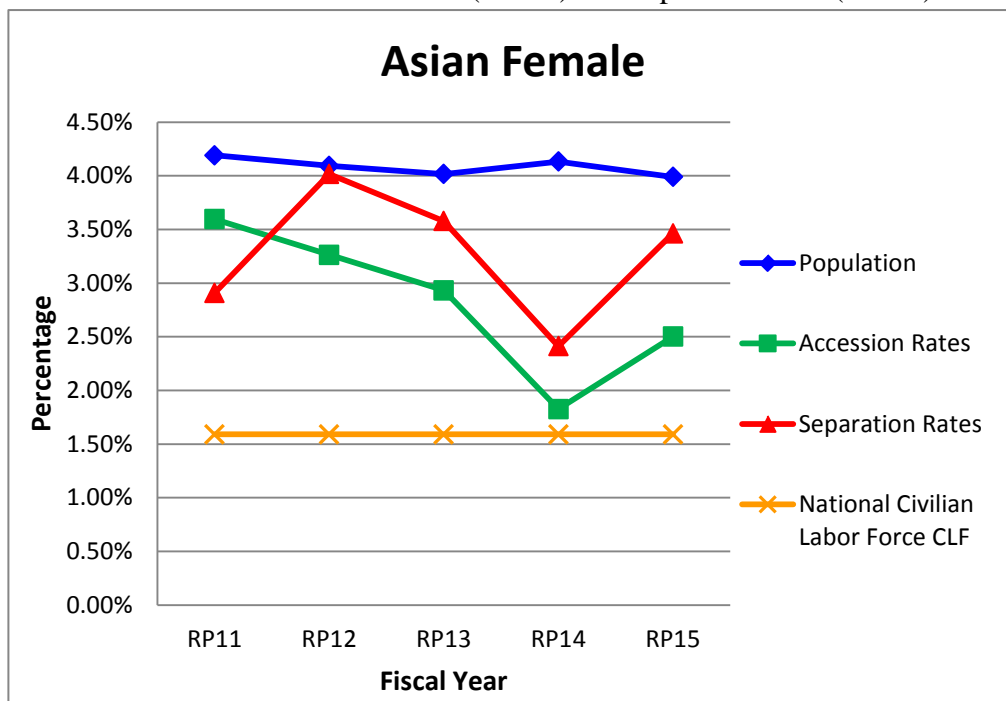
- Black Females –2015 Accession rate (3.78%) and Separations rate (3.78%).



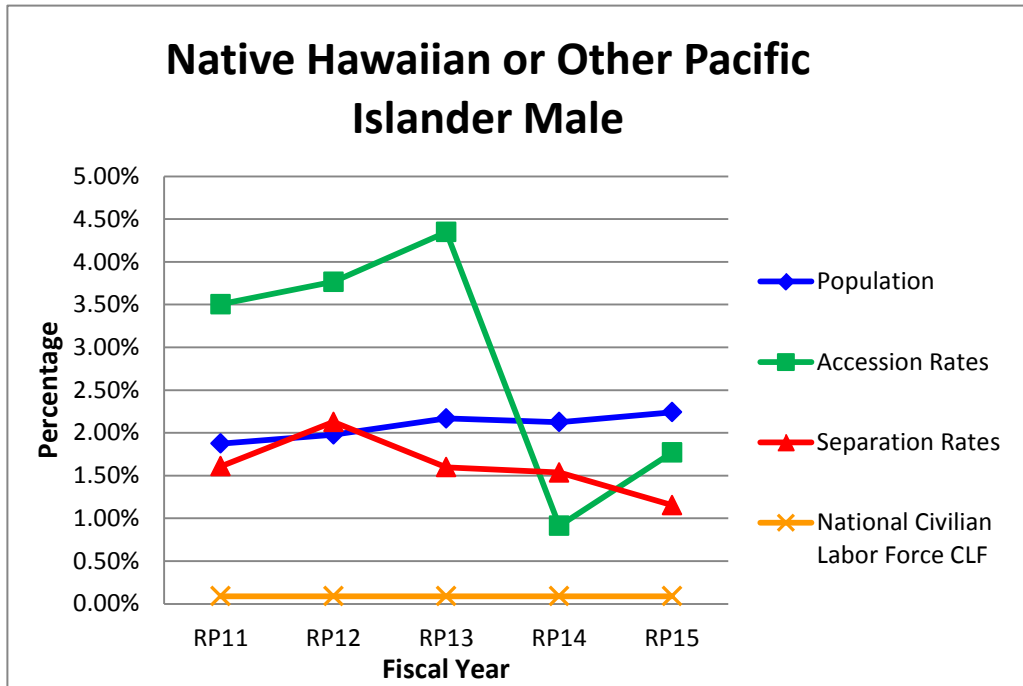
- Asian Males –2015 Accession rate (5.67%) and Separations rate (8.98%).



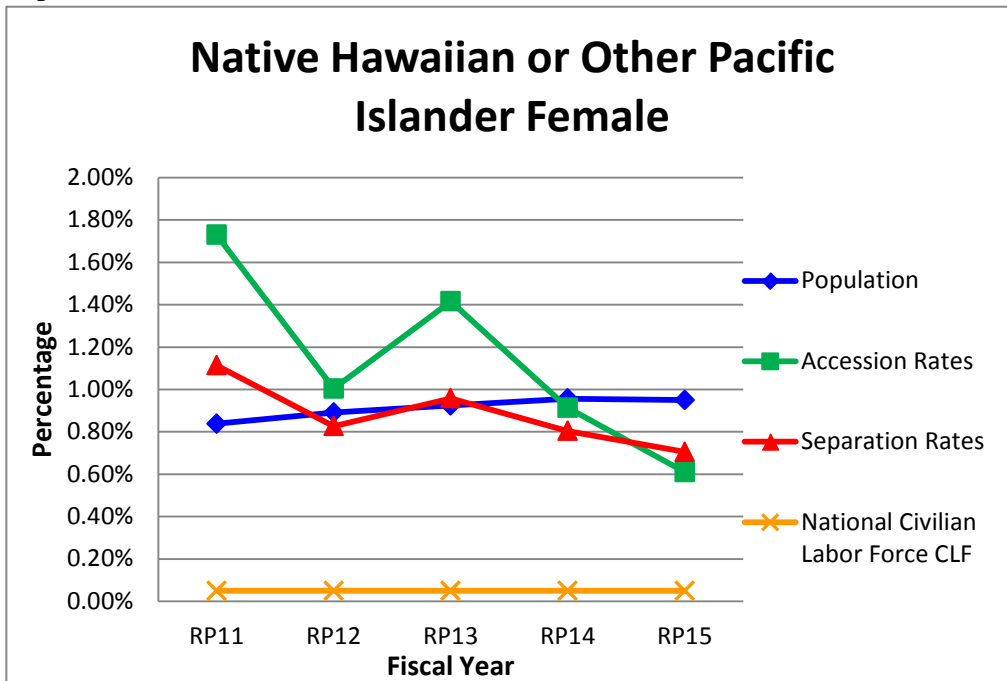
- Asian Females –2015 Accession rate (2.50%) and Separations rate (3.46%).



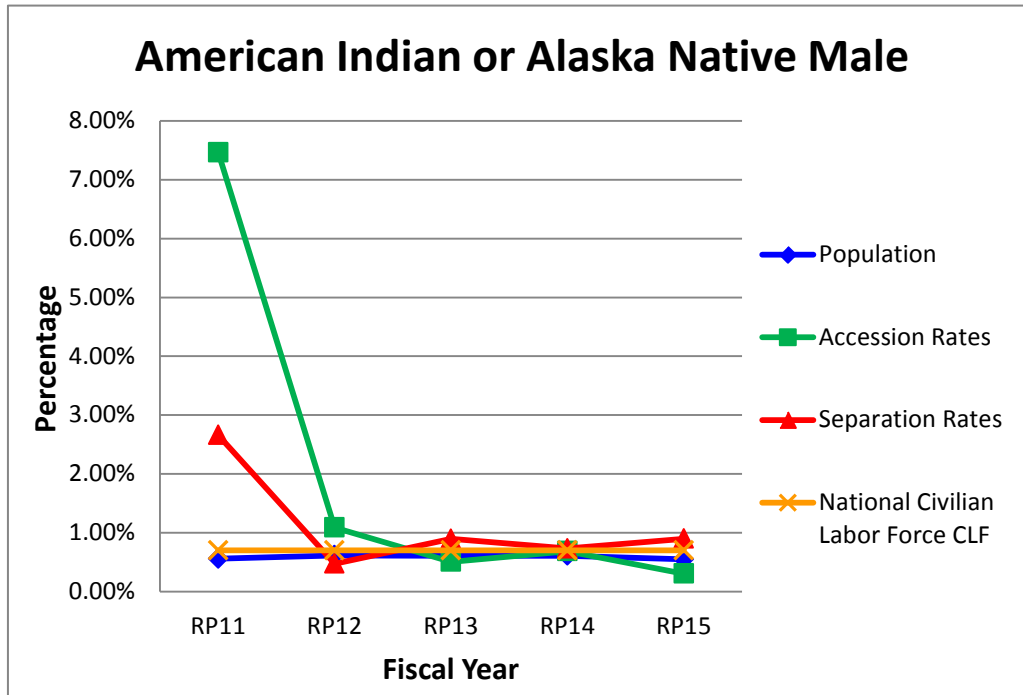
- Native Hawaiian/Other Pacific Islander Males –2015 Accession rate (1.77%) and Separations rate (1.15%).



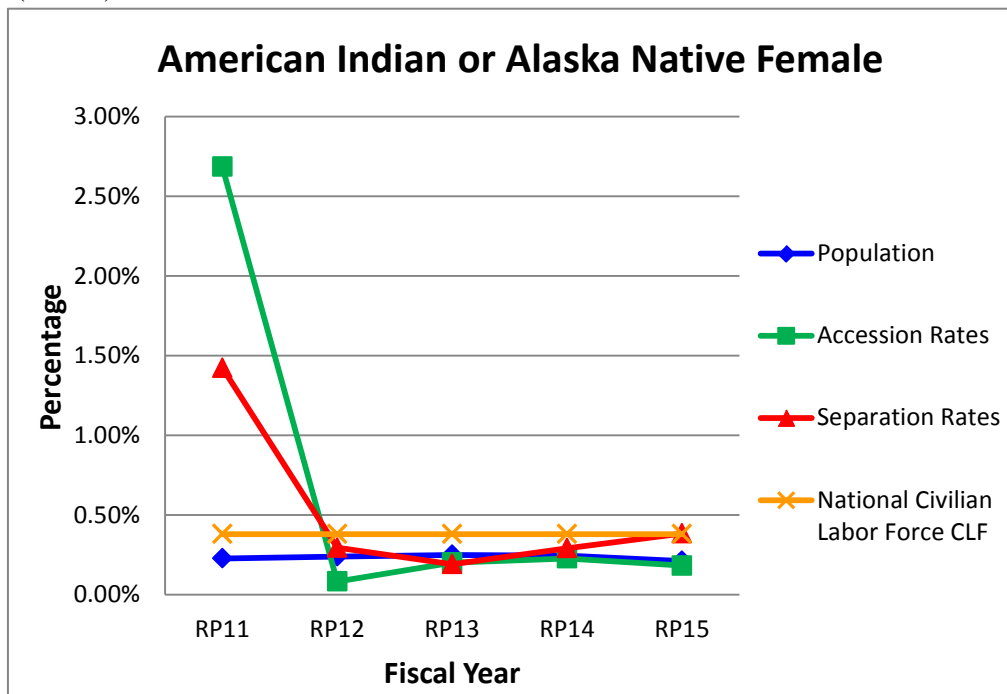
- Native Hawaiian/Other Pacific Islander Females –2015 Accession rate (0.61%) and Separations rate (0.71%).



- American Indian/Alaskan Native Males –2015 Accession rate (0.31%) and Separations rate (0.90%).



- American Indian/Alaskan Native Females –2015 Accession rate (0.18%) and Separations rate (0.38%).



# **EEO Program Status Report**

**FY 2015**

**Parts F**

## **Certification of Establishment of Continuing EEO Program**

EEOC FORM  
715-01 PART F  
*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, RADM Katherine L. Gregory am the

(Insert name above)

(Insert official  
title/series/grade above)

Principal EEO Director/Official  
for

the Naval Facilities Engineering Command.

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Principal EEO Director/Official

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Date

Signature of Agency Head or Agency Head Designee

Date



**EEO Program Status Report**  
**FY 2015**  
**Parts G**  
**Self-Assessment Checklist**

*U.S. Equal Employment Opportunity Commission*  
**DON FY2015 ANNUAL EEO PROGRAM STATUS REPORT**  
 NAVAL FACILITIES ENGINEERING COMMAND (NAVFAC) SELF-ASSESSMENT  
 CHECKLIST MEASURING ESSENTIAL ELEMENTS

**Essential Element A: DEMONSTRATED COMMITMENT FROM DON LEADERSHIP**  
**Requires the EEEO to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.**

<i>Compliance Indicator</i>		<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>	<b>EEO policy statements are up-to-date.</b>	<b>Yes</b>	<b>No</b>	
1. The EEEO was installed on _____. The EEO policy statement was issued in _____. Was the EEO policy Statement issued within 6 - 9 months of the installation of the EEEO? If no, provide an explanation.		N/A		A new Equal Employment Opportunity (EEO) Officer was not installed in FY 2015; therefore this measure is not applicable.
2. During the current EEEO's tenure, has the EEO policy Statement been re-issued annually?		X		The new policy statements are currently in draft and will be signed before the end of Fiscal Year (FY) 2015. Enclosure (1) contains the FY 2014 policy statements.
3. Are new employees provided copies of the EEO policy statements during orientation?		X		
4. When an employee is promoted into the supervisory ranks,		X		

is s/he provided copies of the EEO policy statements?				
<i>Compliance Indicator</i>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
5. Have the heads of commands/activities disseminated and communicated support of all DON EEO policies issued in the current reporting period through the ranks, e.g. CHRMs 1603 DON EEO Program Assessments and 1604 Guide for Conducting an Effective Barrier Analysis?		X		
6. Has the command/activity made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
7. Has the command/activity prominently posted such written materials in all personnel offices, EEO offices, and on internal websites? [see 29 CFR §1614.102(b)(5)]		X		
<b>Compliance Indicator</b>	<b>DON EEO policy is vigorously enforced by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
8. Are managers and supervisors evaluated on their commitment to DON EEO policies and principles, such as:		X		

<ul style="list-style-type: none"> <li>Resolving problems/disagreements and other conflicts in their respective work environments as they arise?</li> </ul>			
<ul style="list-style-type: none"> <li>Addressing concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?</li> </ul>			
<ul style="list-style-type: none"> <li>Supporting the command/activity EEO program through allocation of mission personnel to participate in community outreach and recruitment programs with private employers, public schools and universities?</li> </ul>			
<ul style="list-style-type: none"> <li>Ensuring full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?</li> </ul>			
<ul style="list-style-type: none"> <li>Ensuring a workplace that is free from all forms of discrimination, harassment and retaliation?</li> </ul>			
<ul style="list-style-type: none"> <li>Ensuring subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communication?</li> </ul>			
<ul style="list-style-type: none"> <li>Ensuring the provision of requested religious accommodations when such accommodations do not cause an undue hardship?</li> </ul>			
<ul style="list-style-type: none"> <li>Ensuring the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?</li> </ul>			
9. Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		
10. Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees/supervisors by disseminating such procedures during orientation of new employees/supervisors and by making such procedures available electronically?	X		Information on reasonable accommodation procedures is provided during new employee orientation and training for new supervisors. Reasonable Accommodation information is also available on many NAVFAC Echelon III

			and IV commands (herein referred to as subordinate commands) EEO posters and portal pages. Some subordinate commands have also developed reasonable accommodation fliers, tri-folds and other written material containing reasonable accommodation information.
11. Have managers and supervisor been trained on their EEO responsibilities, to include the procedures for reasonable accommodation?	X		NAVFAC Headquarters (HQ) developed management and supervisory training which was distributed to the subordinate command's Deputy EEO Officers (DEEOO). The topics included in the training are: EEO program overview, Equal Employment Opportunity Commission (EEOC) Management Directive (MD-715), Alternative Dispute Resolution (ADR), the Rehabilitation Act (including Reasonable Accommodation), the complaint process,

				reprisal, harassment, and religious accommodation. This training was deployed at several subordinate commands. NAVFAC subordinate commands have also developed EEO training for supervisors and managers, which contained information on supervisor and manager EEO responsibilities to include information on reasonable accommodation. Many subordinate commands are conducting in-person training, while others are providing computer based training.
<i>Compliance Indicator</i>		<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
	<i>Annual EEO Assessment</i>			
12. <a href="#">For major command response only</a> . Did the EEOO issue a memorandum announcing the start of the command's annual assessment of its EEO program, to include the identification		X		The EEOO announced the beginning of the

of roles and responsibilities for its accomplishment and the resultant status report?			FY 2015 reporting period on 17 June 2015. Enclosure (2) contains the FY 2014 announcement and enclosure (3) contains the FY 2015 announcement.
13. <b>For major command response only.</b> Did all subordinate activities accomplish an annual assessment for the current reporting period and submit the resultant status report for incorporation into the command's report?	X		Due to the DON reporting timeframes for FY 2015, at this time the only available information regarding subordinate commands submissions is whether or not they submitted their EEO Self-Assessment Checklist. Enclosure (4) contains a list of subordinate commands that submitted an EEO Self-Assessment Checklist.

**Essential Element B: INTEGRATION OF EEO INTO THE COMMAND'S/ACTIVITY'S  
STRATEGIC MISSION**

**Requires that the Command/Activity EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of its policies, procedures or practices and supports the strategic mission.**

<b>Compliance Indicator</b>	<b>The EEO Program structure provides the CDEEOO with appropriate authority and resources to effectively carry out a</b>	<b>Measure has been met</b>	<b>For all unmet measures, provide a brief explanation in</b>
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Measures	successful EEO Program.	Yes	No	the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.
14. <a href="#">For major command response only</a> . Are the duties and responsibilities of EEO practitioners clearly defined?		X		
15. <a href="#">For major command response only</a> . Do the EEO practitioners have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		As a result of HR service delivery and turnover in many subordinate command's EEO Office, the knowledge, skills, and abilities of EEO practitioners is not consistent. EEO practitioners have the basic knowledge required. To improve the knowledge, skills, and abilities of EEO practitioners, NAVFAC HQ has conducted training in FY 2015 on the MD-715, barrier analysis, reasonable accommodation, and complaints training (including accept/dismiss training).
16. <a href="#">For major command response only</a> . Are there organizational charts that clearly define the reporting structure		X		



for EEO programs?				
17. Does the EEO Office work collaboratively with Human Resources, supervisors/managers, counsel and other appropriate stakeholders to effectively carry out a successful EEO Program?		X		
<i>Compliance Indicator</i>	<b>The CDEEOO/DEEOO and other EEO professional staff responsible for EEO programs have regular and effective means of informing the command/activity head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
18. Does the CDEEOO/DEEOO have a regular and effective means of informing the EEOO and other top management officials of the effectiveness, efficiency and legal compliance of the command's/activity's EEO program?		X		Enclosure (5) contains a list of EEO briefings provided to the EEOO and other top management officials.
19. Following submission of the MD-715 for the current reporting period, did the CDEEOO/DEEOO present to the EEOO and other senior officials the "State of the EEO Program" briefing covering all components of the EEO report, including an assessment of the performance of the command/activity in each of the six elements of the model EEO program and a report on their progress in completing its barrier analysis, including any barriers it identified and/or eliminated or of which it reduced the impact?		X		
20. Are EEO program officials present during command/activity deliberations prior to decisions regarding strategic workforce planning and recruitment, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
21. Does the command/activity consider whether any group of employees or applicants might be negatively impacted prior		X		

to making human resource decisions such as re-organizations and re-alignments?				
22. Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
23. Is the CDEEOO/DEEOO included in the command's/activity's strategic planning, especially the human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the command's/activity's strategic mission?		X		
<b>Compliance Indicator</b>	<b>The command/activity has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
24. Does the command/activity provide sufficient resources and budget to ensure implementation of EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		In FY 2015 NAVFAC has experienced an increase in complaint activity. Subordinate command EEO offices have had to reallocate resources to complaint processing. As compared to third quarter of FY 2014 informal complaints filed have increased 18%, completed counseling's have increased 46% and formal complaints

			<p>filed have increased 64%. Analysis of the cause of the increased complaint activity has not resulted in an identification of a cause. NAVFAC Headquarters will monitor complaint activity levels to determine if FY 2015 complaint activity levels are sustained over the long term which may require a discussion regarding resources. At this point it is unknown if FY 2015 complaint activity is an anomaly. Furthermore, due to the piece meal submission of the MD-715 report, final information on all planned actions has not been received from the subordinate commands.</p>
25. Does the command/activity have sufficient resources to ensure that command/activity self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?	X		
26. Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?	X		
<ul style="list-style-type: none"> <li>Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204</li> </ul>	X		
<ul style="list-style-type: none"> <li>Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204</li> </ul>	X		

<ul style="list-style-type: none"> <li>People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709</li> </ul>		X		
27. Are other special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
<i>Compliance Indicator</i>	<b>The command/activity has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
28. Are there sufficient resources to enable the command/activity to conduct a thorough barrier analysis of its workforce and its employment practices, policies and procedures?		X		See comment to measure # 24.
29. Is official time granted to all employees to utilize, when desired, all EEO programs, including the discrimination complaint processing program, ADR, and to make a request for reasonable accommodation?		X		
30. Is funding available for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
31. Is the EEO Program allocated sufficient resources to train all employees on all EEO Programs, including administrative and judicial remedial procedures available to employees?		X		

32. Is there sufficient funding to ensure that all employees have access to training and information in compliance with the Rehabilitation Act?	X		
33. Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		
• For ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?			
• To provide religious accommodations?			
• To provide disability accommodations in accordance with the DON's written procedures?			
• In the EEO discrimination complaint process?			
• To participate in ADR?			

**Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY**

**This element requires the EEOO to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the DON's EEO Program and Plan.**

<b>Compliance Indicator</b>	<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
34. Are regular (monthly/quarterly/semi-annually) EEO updates provided to senior management/supervisory officials by EEO		X		Enclosure (5)

program officials?				contains a list of EEO briefings provided to the EEOO and other top management officials.
35. Do EEO program officials develop and implement EEO Plans, to include barrier analysis efforts, with all appropriate managers to include Counsel, Human Resource Officials, Finance, and the Chief Information Officer?		X		
<b>Compliance Indicator</b>	<p align="center"><b>The Human Resources Director and the CDEEOO/DEEOO meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives.</b> [see 29 CFR § 1614.102(b)(3)]</p>	<b>Measure has been met</b>		<p><b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b></p>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
36. Have time-tables or schedules been established and executed for the command/activity to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X	Timetables were established. Reports from subordinate activities indicate that due to a number of reasons the reviews were not executed.
37. Have time-tables or schedules been established and executed for the command/activity to review its Employee Recognition Awards Program and Procedures for systemic barriers that may			X	Timetables were established.

be impeding full participation in the program by all groups?				Reports from subordinate activities indicate that due to a number of reasons the reviews were not executed.
38. Have time-tables or schedules been established and executed for the command/activity to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X	Timetables were established. Reports from subordinate activities indicate that due to a number of reasons the reviews were not executed.
<b>Compliance Indicator</b>	<b>When findings of discrimination are made, the command/activity explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<i>Measures</i>		<b>Yes</b>	<b>No</b>	
39. Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based		X		

upon a prohibited basis (DON CHRM Subchapter 752)?			
40. Has the command/activity, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?	X		
41. Does the command/activity promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X		
42. Does the command/activity review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?	X		

**Essential Element D: PROACTIVE PREVENTION**

**Requires that the command/activity make early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.**

<b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
43. Do senior managers meet with and assist the CDEEOO/DEEOO and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity as follows?		X		EEO information is shared with senior leaders. Discussions were held with the Chief Management Officer (CMO) on the command's identified triggers. The CMO provided feedback and advice



			on strategies to move forward. In FY 2015, Senior Executive Service Champions were identified for each Special Emphasis Program. Discussions have been held with several to discuss identified triggers. The SES champions have provided their insight into potential issues.
<ul style="list-style-type: none"> <li>When barriers are identified, senior managers develop and implement, with the assistance of the EEO office, command/activity EEO Action Plans to eliminate said barriers.</li> </ul>			
<ul style="list-style-type: none"> <li>Senior managers implement EEO Action Plans and incorporate the Plan Objectives into command/activity strategic plans.</li> </ul>			
44. Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X		
45. Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X		
46. Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X		
47. Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X		
48. Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national	X		

origin, sex and disability?				
<b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
49. Are all employees encouraged to use ADR?		X		
50. When a supervisor/manager declines to participate in the ADR process, does the next level of supervision, not involved in the employment dispute, document the reasons for the declination in writing, and forward to the DON ADR Program?		X		

**Essential Element E: EFFICIENCY**

**Requires that the command/activity ensure that there are effective systems in place for evaluating the impact and effectiveness of the command's/activity's EEO Programs as well as an efficient and fair dispute resolution process.**

<b>Compliance Indicator</b>	<b>The command/activity has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	

51. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?	X		
52. <a href="#">For major command response only</a> . Have sufficient resources been provided to conduct effective audits of subordinate activity efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?	X		
53. Is there a designated RA POC to coordinate or assist with processing requests for disability accommodations in all commands/activities?	X		<p>Mona Gonzales</p> <p>Jenna Lucas</p> <p>Kevin Kirkpatrick</p> <p>Susan Moyer</p> <p>Linda Erickson</p> <p>Meena Shoyooee</p> <p>Margaret Flynn-Sams</p> <p>Sonya Hildebrand</p>
54. Are 90% of accommodation requests processed within the time frame set forth in the DON procedures for processing reasonable accommodation?		X	<p>NAVFAC did not process 90% of reasonable accommodations in a timely manner. In FY 2015, NAVFAC began to systematically track the processing of reasonable accommodation requests. The tracking has put more of a focus on timely processing, but the 90% goal was not achieved. As of the end of 3<sup>rd</sup></p>

				quarter FY 2015, 66% of reasonable accommodation requests are processed within DON timeframes. This percentage has improved in each quarter of FY 2015, from 36% in the first quarter, to 50% in the second quarter, to 66% in the third quarter.
<b>Compliance Indicator</b>	<b>The DON has an effective complaint tracking and monitoring system in place to increase the effectiveness of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
55. Does the command/activity utilize the information in iComplaints to analyze complaint activity and trends?		X		
56. Does the command/activity utilize contractors to process pre-complaints?			X	
57. Does the command/activity hold contractors accountable for delay in counseling processing times?			X	
58. Does the command/activity utilize collateral duty counselors?		X		Vanessa Cable, GS-0201-09, quality of counselor’s reports were adequate and were submitted

				timely.
59. Does the command/activity monitor and ensure that new counselors, including contractors, receive the 32 hours of training required in accordance with EEO Management Directive (MD) 110 and DON requirements?		X		Enclosure (6) contains information on the number of EEO personnel who received required training.
60. Does the command/activity monitor and ensure that experienced counselors, including contractors, receive the 8 hours of refresher training required on an annual basis in accordance with EEO MD-110 and DON requirements?		X		Enclosure (6) contains information on the number of EEO personnel who received refresher training.
<b>Compliance Indicator</b>	<p><b>The command/activity has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b></p> <p><i>(Please note that responses in this section will be verified by the information in iComplaints)</i></p>	<b>Measure has been met</b>		<p><b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b></p>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
61. Does the command/activity provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
62. Does the command/activity ensure that investigations are completed within the applicable prescribed time frame?			X	In FY 2015, 67% of NAVFAC investigations

				where completed within regulatory timeframes.
63. When a complainant requests a hearing, does the command/activity immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
64. When a settlement agreement is entered into, does the command/activity timely complete any obligations provided for in such agreements?		X		
65. Does the command/activity ensure timely compliance with EEOC AJ decisions that are fully implemented by DON and are not the subject of an appeal?		X		
<b>Compliance Indicator</b>	<p align="center"><b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the command/activity EEO complaint processing program.</b></p>	<b>Measure has been met</b>		<p><b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b></p>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
66. Does the command/activity require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the DON's policy in encouraging mutual resolution of disputes at the lowest possible level and the benefits associated with utilizing ADR?		X		
67. Does the responsible management official directly involved in the dispute have settlement authority?		X		

<b>Compliance Indicator</b>	<b>The command/activity has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
68. Does the command/activity provide reasonable resources for the discrimination complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		X		See comment to measure 24.
69. Does the command/activity EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the DON?		X		
70. Does the command/activity EEO program address all of the laws enforced by the EEOC?		X		
71. Does the command/activity identify and monitor significant trends in discrimination complaint processing to determine whether the command/activity is meeting its obligations under Title VII and the Rehabilitation Act?		X		
72. Does the command/activity track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 and DON standards?			X	Refer to 2015 Part H-3. NAVFAC is in the process of executing efforts that will result in the barrier analysis of recruitment efforts.

<b>Compliance Indicator</b>	<b>The command/activity ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>	
<b>Measures</b>		<b>Yes</b>	<b>No</b>		
73. Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in discrimination complaints?		X			
74. Does the command/activity discrimination complaint process ensure a neutral adjudication function?		X			
75. If applicable, are processing time frames incorporated for the legal counsel’s sufficiency review for timely processing of discrimination complaints?		X			

**Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE**

**This element requires that DON is in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.**

<i>Compliance Indicator</i>	Command/Activity personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.
Measures		Yes	No	
76. Does the command/activity have a system of management control to ensure that management officials timely comply		X		



with any orders or directives issued by EEOC Administrative Judges?				
<i>Compliance Indicator</i>	<b>The command’s/activity’s system of management controls ensures that the command/activity timely completes all ordered corrective action and submits its compliance report to EEOC OFO within 30 days of such completion.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
77. Does the command/activity timely process (within 150 days) all ordered relief by EEOC or DON?			X	In FY 2015, NAVFAC has not been able to complete all required compliance actions within 150 days. The command continues to actively work compliance issues. In the future the NAVFAC complaints manager will monitor compliance more closely to ensure all compliance orders are processed in a timely manner.
78. Does the command/activity timely submit compliance reports to EEOC OFO within 30 days of completion? If not able to immediately complete all ordered corrective action, does the command/activity submit interim status reports every 30 days until all corrective action are fully implemented?			X	Per the EEOC order, a compliance report is required within thirty (30) calendar days of the completion of all ordered corrective action. Subordinate

				<p>commands have submitted compliance reports once all ordered actions have been completed. In other situations interim compliance reports have been produced, but not at 30 day intervals. The EEOC orders do not require interim status reports. Subordinate commands have not consistently submitted interim status reports every 30 days. In the future the NAVFAC complaints manager will monitor compliance more closely to ensure all compliance orders are processed in a timely manner.</p>
<b>Compliance Indicator</b>	<p><b>Command/Activity personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b></p>	<b>Measure has been met</b>		<p><b>For all unmet measures, provide a brief explanation in the space below or a Part G Attachment. Complete and attach an EEOC FORM 715-01 PART H for action plans on unmet measures.</b></p>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	

79. Is compliance with EEOC orders encompassed in the performance standards of any command/activity employees?	X		
80. Does the command/activity promptly provide to the NAVOECMA and EEOC the following documentation for completing compliance, as it applies, such as:	X		09-62473-03652; 14-40080-01490;14-40080-02099
<ul style="list-style-type: none"> <li>Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate official, or payment order dating the dollar amount of attorney fees paid?</li> </ul>			
<ul style="list-style-type: none"> <li>Awards: A narrative statement by an appropriate official stating the dollar amount and the criteria used to calculate the award?</li> </ul>			
<ul style="list-style-type: none"> <li>Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate official of total monies paid?</li> </ul>			
<ul style="list-style-type: none"> <li>Compensatory Damages: The final agency decision and evidence of payment, if made?</li> </ul>			
<ul style="list-style-type: none"> <li>Training: Attendance roster at training session(s) or a narrative statement by an appropriate official confirming that specific persons or groups of persons attended training on a date certain?</li> </ul>			
<ul style="list-style-type: none"> <li>Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s</li> </ul>			
<ul style="list-style-type: none"> <li>Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.</li> </ul>			
<ul style="list-style-type: none"> <li>Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or command's/activity's transmittal letter).</li> </ul>			
<ul style="list-style-type: none"> <li>Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.</li> </ul>			
<ul style="list-style-type: none"> <li>Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.</li> </ul>			
<ul style="list-style-type: none"> <li>Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in</li> </ul>			

compliance matter.			
<ul style="list-style-type: none"> <li>Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.</li> </ul>			

**EEO Program Status Report**

**FY 2015**

**Parts H**

**Plans to Correct Identified**

**Deficiencies**

**Accomplishments**

§§1EEOC FORM 715-01 PART H		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
NAVFAC		FY 2015 PLAN H-1 (Complaints)	
STATEMENT OF MODEL PROGRAM  ESSENTIAL ELEMENT  DEFICIENCY:	In FY 14, investigations of Naval Facilities Engineering Command's (NAVFAC) discrimination complaints were not completed within the applicable prescribed time frames. (Essential Element E: Efficiency - Measure #62 of the DON Part G Form).		
OBJECTIVES:	Complaints Processing  <u>Pre-Complaint Processing:</u> Ensure that, at a minimum, 90% of pre-complaints are processed within regulatory time frames.  <u>Formal Complaint Processing:</u> Ensure that, at a minimum, 90% of <ul style="list-style-type: none"> <li>• Counselor's Reports are submitted within 7 days,</li> <li>• Acceptance and Dismissal Letters are issued within 30 days,</li> <li>• Requests for investigations are done concurrently with Acceptance Letters, and</li> <li>• Investigations are completed within regulatory timeframes.</li> </ul> Enhance/support EEO practitioner development through targeted training events and updated policy guidance and job aides		
RESPONSIBLE OFFICIAL:	EEO Officers, NAVFAC Command Deputy EEO Officer (CDEEOO), Chief Management Officer, NAVFAC Complaints Manager, Human Resources (HR) Directors, Deputy EEO Officers (DEEOOs), EEO Practitioners processing complaints, and Agency Representatives assigned to represent that agency on EEO complaints.		
DATE OBJECTIVE INITIATED:	1 October 2014		
TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 September 2015		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:			TARGET

	DATE (Must be specific)
The NAVFAC Command Deputy EEO Officer will draft a standardized critical element for EEO Specialists that requires compliance with regulatory and DON goals for timely processing of EEO Complaints. The standardized critical elements will be forwarded to all HRDs and DEEOO for inclusion in EEO Specialists FY 2015 performance plans.	October 15, 2014
NAVFAC Commands will ensure that Individual Development Plans (IDPs) are established and executed in FY 2015 for EEO practitioners with complaint processing responsibilities to develop/maintain complaint processing skills.	Development of IDPs – 31 October 2014. Execution of IDP – 30 September 2015.
NAVFAC Commands will be required to establish FY 2015 action plans detailing how they plan to improve their complaints processing timeframes. The action plan will be submitted to the NAVFAC Complaints Manager.	October 31, 2014
The NAVFAC Complaints Manager, with assistance of the NAVFAC CDEEOO, will conduct EEO Complaints training intended to improve efficiency and compliance with regulatory timeframes and DON processing goals. The training will include Acceptance and Dismissal training, iComplaints training and Advanced EEO Counselor training. DEEOO will ensure that all EEO Specialists with complaints processing responsibilities attend the training above mentioned training and other training as needed.	Accept/Dismiss Training – November 2014 iComplaints – January 2015 Counselor Training – March 2015
The NAVFAC Complaints Manager will conduct monthly reviews of NAVFAC iComplaints data to verify FEC's timely processing of EEO complaints in accordance with regulation and DON goals and to ensure timely and accurate updating of the iComplaints database.	Monthly reviews will be conducted by the 15 <sup>th</sup> of each month.
NAVFAC Complaints Manager will develop a NAVFAC Complaints Processing Scorecard that will be issued by the Chief Management Officer to each FEC Commanding Officer on a quarterly basis.	January 21, 2015 April 21, 2015 July 21, 2015 October 21,

	2015
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONS TO OBJECTIVE:	
<p><b><u>Planned Activity 1.</u></b> The Naval Facilities Engineering Command (NAVFAC) Command Deputy EEO Officer (CDEEOO) drafted a standardized critical element for EEO Specialists that required compliance with regulatory and Department of the Navy (DON) goals for timely processing of EEO complaints. The standardized critical elements were forwarded to all Human Resources Directors (HRDs) and to Deputy Equal Employment Opportunity Officers for inclusion into EEO Specialists FY 2015 performance plans. The Standardized Discrimination Complaint Critical Element included the following:</p> <p>Equal Employment Opportunity (EEO) Discrimination Complaints are processed in accordance with the federal regulations, Equal Employment Opportunity Commission (EEOC), Department of the Navy (DON) and Naval Facilities Engineering Command (NAVFAC) instructions, policy and guidance. This includes the following: 1) EEO counseling's are completed within 30 calendar days of contact or within 90 calendar days with an extension or acceptance of ADR; 2) EEO Counselor's Reports are submitted to the Complaints Manager within 7 calendar days of the filing of a formal complaint; 3) Acceptance or Dismissal Letters are issued within 30 calendar days of the filing of the formal complaint; 4) Requests for Investigations are made concurrently with the issuance of an Acceptance Letter; and 5) Investigations are completed within 180 calendar days from the filing of the complaint or within applicable regulatory timeframes. Records are retained in accordance with EEOC and DON requirements.</p> <p>Commands reported that they had included this standardized element into EEO Specialists FY 15 performance plans.</p>	Completed
<p><b><u>Planned Activity 2.</u></b> Commands reported that they had established Individual Development Plans (IDPs) for their EEO Specialists with complaint processing responsibilities to improve complaint processing timeframes. NAVFAC Commands reported that EEO Specialists participated in a variety of training opportunities throughout the reporting period. Some of the training attended by EEO Specialists included the following:</p> <ul style="list-style-type: none"> <li>• Complaints processing training provided by the NAVFAC CDEEOO and NAVFAC Complaints Manager. NAVFAC conducted DCO/DCS training sessions during the reporting period. The training included</li> </ul>	Completed



<p>information on framing a claim, the Notice of Acceptance, avoiding fragmentation of complaints, and procedural dismissals. NAVFAC Commands indicated that the training increased their skills and knowledge in complaint processing.</p> <ul style="list-style-type: none"> <li>• NAVFAC Commands also reported that they participated in iComplaints training provided by the DON EEO Office. The NAVAFC Complaints Manager participated in the DON Complaints Working Group training sessions. A total of five sessions were provided by the DON as of this report date.</li> <li>• DON sponsored training in Southbridge Massachusetts,</li> <li>• The EXCEL Conference,</li> <li>• The Federal Dispute Resolution Conference,</li> <li>• EEO Counselor/Investigator Refresher Training,</li> <li>• Equal Employment Opportunity Commission (EEOC) Technical Assistance Seminar,</li> <li>• Investigations and Resolutions Case Management System (IRCMS) training,</li> <li>• The Defense Equal Opportunity Management Institute EEO Counselor Course</li> </ul> <p>On the job training was provided to EEO Specialists by DEEOO, the NAVFAC Complaints Manager, and the CDEEOO and one Command developed a local processing manual to improve timeliness and one Command created a Strategic Plan to improve the timeliness of complaints processing.</p>	
<p><b><u>Planned Activity 3.</u></b> NAVFAC Commands except for one Command established and submitted FY 2015 action plans detailing how they planned to improve their complaints processing timeframes. The one Command that did not submit an action plan was 100% timely in the processing of their complaints. Despite this effort NAVFAC has not achieved a 90% timeliness rate in the processing of complaints.</p>	Completed
<p><b><u>Planned Activity 4.</u></b> The NAVFAC Complaints Manager, with the assistance of the CDEEOO, conducted EEO Complaints training intended to improve efficiency and compliance with regulatory timeframes and DON processing goals. The training, as stated above, included information on framing a claim, the Notice of Acceptance, avoiding fragmentation of complaints, and procedural dismissal (seven sessions were conducted), and numerous one on one training sessions were provided by the NAVFAC Complaints Manager to individual Commands and EEO Specialists. Although this planned activity was completed, it will be carried over into the 2016 reporting period to continue to improve efficiencies and compliance with regulatory timeframes and DON processing goals.</p>	Completed

<p><b><u>Planned Activity 5.</u></b> The NAVFAC Complaints Manager conducted reviews of NAVFAC iComplaints data to verify Commands timely processing of EEO complaints in accordance with regulations and DON goals and to ensure timely and accurate updating of the iComplaints database. The CDEEOO developed and disseminated to all NAVFAC Commands a NAVFAC POA&amp;M with a start date of 1 October 2014 and a projected end date of 30 September 2015. This POA&amp;M specified when Commands and the NAVFAC Complaints Manager were to conduct reviews of iComplaints data. Commands were required to conduct reviews of iComplaints data by the first of each month. The Complaints Manager was required to complete reviews of iComplaints data by the 8<sup>th</sup> of each month. In addition to the data reviews, the Complaints Manager also reviewed monthly complaints processing reports issued by the DON which included complaints processing status. The DON also provided NAVFAC with a monthly Navy Case Status Report which shows the status of investigations; including pending, assigned and unassigned investigations, and the timeliness of submissions to the Department of Defense, Defense Civilian Personnel Advisory Service, Investigations and Resolutions Directorate (IRD). The IRD report was reviewed and reconciled on a monthly basis by the NAVFAC Complaints Manager in an effort to improve efficiencies of complaints processing and timely completion of investigations.</p> <p>In addition, the NAVFAC Complaints Manager with the assistance of the CDEEOO developed a monthly EEO Metrics Report that was provided to the Chain of Command on a monthly basis and to various other NAVFAC senior leaders on a quarterly basis during the NAVFAC Resources Board meetings. During the 4<sup>th</sup> quarter FY 2015 the NAVFAC Complaints Manager dedicated one day each work week to reviewing iComplaints data and submitting requests to Commands to update iComplaints data. The Complaints Manager also developed a mechanism for reviewing iComplaints data and a mechanism for ensuring that Commands made the requested updates. Although this planned activity is completed it will be carried over into the 2016 reporting period to continue to improve the efficiencies of complaints processing NAVFAC enterprise wide.</p>	Completed
<p><b><u>Planned Activity 6.</u></b> The NAVFAC Complaints Manager with the assistance of the CDEEOO did develop a NAVFAC Complaints Processing Scorecard. The quarterly scorecards were briefed to NAVFAC leadership during EEO Updates. This planned activity will be carried over into the 2016 reporting period to continue to improve NAVFAC complaint processing efficiencies and compliance with regulatory timeframes and DON processing goals.</p> <p><b>Response to Department of the Navy 2015 Part H.</b></p> <p><b>Department of the Navy Planned Activity:</b></p>	Completed

<p>CDEEOOs will be required to pull, at least, on a quarterly basis, scorecard data by servicing office to track compliance to regulatory requirements and address timeliness and quality of processing issues as expeditiously as possible when there is a need.</p> <p><b>NAVFAC Report of Accomplishment</b></p> <p>As reported above NAVFAC created a Complaints Processing Scorecard. The NAVFAC Complaints Manager with the assistance of the CDEEEO developed a monthly EEO Metrics Report that was provided to the Chain of Command on a monthly basis and to various other NAVFAC senior leaders on a quarterly basis during the NAVFAC Review Board meetings. When issues were identified the NAVFAC Complaints Manager and/or CDEEEO addressed the issue with the NAVFAC Command's DEEEO.</p>	
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<b>§§1EEOC FORM 715-01 PART H</b>		<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>NAVFAC</b>		<b>FY 2015 PLAN H-2 (Reasonable Accommodation Requests)</b>	
STATEMENT OF MODEL PROGRAM  ESSENTIAL ELEMENT  DEFICIENCY:	In FY 14, 90% of accommodation requests were not processed within the time frame established in the DON Procedures for Processing Requests for Reasonable Accommodation. (Essential Element E: Efficiency - Measure #54 of the DON Part G Form).		
OBJECTIVES:	Ensure that, at a minimum, 90% of reasonable accommodation requests are processed within the timeframes established in the DON Procedures for Processing Requests for Reasonable Accommodation.		
RESPONSIBLE OFFICIAL:	EEO Officers, NAVFAC Command Deputy EEO Officer (CDEEEO), Chief Management Officer, Human Resources Directors, Deputy EEO Officers (DEEEOs), Reasonable Accommodation Points of Contact (RA		

	POCs), EEO Specialists, Human Resources (HR) Specialists, Supervisors, Managers, and members of the reasonable accommodation team.	
DATE OBJECTIVE INITIATED:	1 October 2014	
TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 September 2015	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:		TARGET DATE (Must be specific)
The NAVFAC Command Deputy EEO Officer will draft a standardized critical element for RA POCs, EEO Specialists and HR Specialists with reasonable accommodation duties. The critical element will require compliance with DON requirements for timely processing of reasonable accommodation requests. The standardized critical elements will be forwarded to all HRDs and DEEOO for inclusion in appropriate personnel's FY 2015 performance plans.		15 October 2014
NAVFAC Commands will ensure that Individual Development Plans (IDPs) are established and executed in FY 2015 for RA POCs, EEO Specialists and HR Specialists with reasonable accommodation duties to develop/maintain the skills and knowledge required to process reasonable accommodation requests.		Development of IDPs – 31 October 2014. Execution of IDP – 30 September 2015.
NAVFAC Commands will be required to establish FY 2015 action plans detailing how they plan to improve their reasonable accommodation processing timeframes. The action plan will be submitted to the NAVFAC CDEEOO.		31 October 2014
NAVFAC Commands will submit a document to the NAVFAC CDEEOO detailing how they track reasonable accommodation requests. The NAVFAC CDEEOO will then determine best practices and develop a standardized tracking mechanism for NAVFAC Commands.		NAVFAC Command submission – 15 November 2014 Release of

	standardized tracking mechanism – 31 December 2014
The NAVFAC CDEEOO will conduct Rehabilitation Act and Reasonable Accommodation training intended to improve efficiency and compliance with DON processing timeframes. DEEOO will ensure that all EEO Specialists with reasonable accommodation processing responsibilities attend the training.	31 January, 2014
NAVFAC Commands will submit to the CDEEOO, on a quarterly basis, their reasonable accommodation requests timeliness tracking data. The NAVFAC CDEEOO will verify the Command's processing of EEO reasonable accommodation requests.	Command due dates: 7January 2015, 7 April 2015, 7July 2015, and 7 October 2015.
A Reasonable Accommodation Processing Scorecard will be developed and results issued by the Chief Management Officer to each FEC Commanding Officer on a quarterly basis.	January 21, 2015 April 21, 2015 July 21, 2015 October 21, 2015
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONS TO OBJECTIVE:	
<p><b><u>Planned Activity 1.</u></b> The Naval Facilities Engineering Command (NAVFAC) Command Deputy EEO Officer (CDEEOO) drafted a standardized critical element for EEO Specialists and HR Specialist with reasonable accommodation duties. The critical element required compliance with DON requirements for timely processing of reasonable accommodation requests. The standardized critical element was forwarded to all Human Resources Directors (HRDs) and to Deputy Equal Employment Opportunity Officers for inclusion into EEO Specialists and HR specialist FY 2015 performance plans. The standardized reasonable accommodation element stated the following:</p> <p>Reasonable accommodation (RA) requests are processed in accordance with the federal regulations, Equal Employment Opportunity Commission, Department of the Navy (DON), and Naval Facilities Engineering Command (NAVFAC) instructions, policy and guidance. Ninety percent of reasonable</p>	Completed

<p>accommodation requests are processed within DON established timeframes. This includes the following: 1) the determination on whether to provide a RA to an individual is made within 30 calendar days of receipt of the RA request; 2) expanded job search requests are completed within 30 calendar days from the expiration of the initial 30-day local job search; and 3) determinations on whether an individual can perform the essential functions of a position identified in an expanded job search, with or without an accommodation, are made within 21 calendar days from being informed of a potential match to a vacancy. Extensions of timeframes, in extenuating circumstances, are requested and approved by the supervisor and the reasons are documented in the command's RA tracking system. The RA case file and information pertaining to all RA requests are released in accordance with the Rehabilitation Act of 1973 confidentiality requirements.</p>	
<p>Commands reported that they had included this standardized element into EEO Specialists and HR Specialist with reasonable accommodation duties FY 15 performance plans.</p>	
<p><b><u>Planned Activity 2.</u></b> Commands reported that they had established Individual Development Plans (IDPs) for their EEO Specialists and HR Specialist with reasonable accommodation duties to develop/maintain the skills and knowledge required to process reasonable accommodation requests. NAVFAC Commands reported that EEO Specialists participated in a variety of training opportunities throughout the reporting period. NAVFAC Command personnel have participated in reasonable accommodation training sessions conducted by the NAVFAC CDEEOO. Two training sessions were held in which information was provided on the Rehabilitation Act of 1973, the reasonable accommodation process, what is a reasonable accommodation, what is a reasonable accommodation request, the interactive process, roles and responsibilities in the reasonable accommodation process, the Americans with Disabilities Amendments Act, the definition of a disability, medical confidentiality, and when a medical inquiry or examination can be made.</p>	Completed
<p><b><u>Planned Activity 3.</u></b> NAVFAC Commands submitted FY 2015 action plans detailing how they planned to improve their reasonable accommodation request processing timeframes. Despite this effort NAVFAC has not met the 90% timeliness goal.</p>	Completed
<p><b><u>Planned Activity 4.</u></b> In November 2014, NAVFAC Commands submitted their internal reasonable accommodation tracking systems. Upon review by the NAVFAC CDEEOO, a standardized NAVFAC tracking spreadsheet was developed. The spreadsheet was provided to each DEEOO for use.</p>	Completed
<p><b><u>Planned Activity 5.</u></b> The NAVFAC CDEEOO, as stated above, conducted two reasonable accommodation training sessions during the reporting period. The</p>	Completed

<p>training included the following topics: the Rehabilitation Act of 1973, the reasonable accommodation process, what is a reasonable accommodation, what is a reasonable accommodation request, the interactive process, roles and responsibilities in the reasonable accommodation process, the Americans with Disabilities Amendments Act, the definition of a disability, medical confidentiality, and when a medical inquiry or examination can be made. Personnel from the NAVFAC commands attended the DCO/DCS training sessions. Additional training will be conducted in the 2016 reporting period.</p> <p><b>Planned Activity 6.</b> NAVFAC commands submitted quarterly reasonable accommodation requests processing tracking spreadsheets. The spreadsheet data was used to develop a reasonable accommodation request efficiency scorecard. Discussions were held after each submission of the spreadsheet with each command's DEEOO or RA Point of Contact to discuss their command's processing. The spreadsheet allowed the CDEEOO and the NAVFAC commands to identify areas to improve reasonable accommodation request processing. During the reporting period the timeliness rate for making a decision on whether to accommodate an employee improved from 31% in the first quarter to 66% in the third quarter.</p> <p><b>Planned Activity 7.</b> The NAVFAC CDEEOO developed a NAVFAC reasonable accommodation request efficiency scorecard. The quarterly scorecards were briefed to NAVFAC leadership during EEO Updates. This planned activity will be carried over into the 2016 reporting period to continue to improve NAVFAC reasonable accommodation request processing.</p>	<p>Completed</p> <p>Partially Completed</p>
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<b>§1EEOC FORM 715-01 PART H</b>		<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>NAVFAC</b>		<b>FY 2015 PLAN H-3 (Barrier Analysis of Recruitment Efforts)</b>	
STATEMENT OF MODEL PROGRAM  ESSENTIAL	NAVFAC does not track recruitment efforts and analyze its efforts to identify potential barriers in accordance with MD-715 and DON standards. (Essential Element E: Efficiency - Measure #72 of the DON Part G Form).		

ELEMENT  DEFICIENCY:		
OBJECTIVES:	Develop procedures and guidance for NAVFAC Commands to track and analyze recruitment efforts in order to identify potential barriers to equal employment opportunity.	
RESPONSIBLE OFFICIAL:	EEO Officers, NAVFAC Director of Civilian Human Resources (DCHR), NAVFAC Command Deputy EEO Officer (CDEEOO), NAVFAC Affirmative Employment Program (AEP) Manager, Human Resources Directors, Deputy EEO Officers (DEEOOs), EEO Specialists, Human Resources (HR) Specialists, Managers, Supervisors, and Special Emphasis Program Managers.	
DATE OBJECTIVE INITIATED:	1 October 2014	
TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 September 2015	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:		TARGET DATE (Must be specific)
The NAVFAC AEP Manager and a member of the NAVFAC Headquarter's Human Resources team will establish a Recruitment Barrier Analysis Working Group to develop procedures and guidance for NAVFAC Commands to track and analyze their recruitment efforts.		Establishment of working group 31 October 2014
The NAVFAC AEP Manager, with assistance from the CDEEOO, will provide Barrier Analysis Training to the members of the Recruitment Barrier Analysis Working Group.		31 November 2014
The Recruitment Barrier Analysis Working Group will provide draft procedures on how to track and analyze NAVFAC recruitment efforts. The draft procedures will be provided to the NAVFAC DCHR and the CDEEOO. The procedures will be distributed for comment.		31 January 2015



Final procedures and guidance will be disseminated to NAVFAC Commands for execution.	31 March 2015
Execution of barrier analysis will begin 1 April 2015	30 September 2015
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONS TO OBJECTIVE:	
<p><b><u>Planned Activity 1.</u></b> The Recruitment Barrier Analysis Working Group was established in October 2014 with representatives from NAVFAC Washington, the Naval Facilities Engineering and Expeditionary Warfare Center, the Navy Crane Center, NAVFAC Northwest, NAVFAC Far East, NAVFAC Hawaii, NAVFAC Southeast, NAVFAC Atlantic, and the Office of Civilian Human Resource Operation Center Stennis. During the initial Working Group meeting the NAVFAC Affirmative Employment Program (AEP) Manager explained the purpose of establishing the working group and provided the expectations and timelines to complete the tasks assigned to the working group.</p> <p><b><u>Planned Activity 2.</u></b> The NAVFAC AEP Manager provided barrier analysis training to the recruitment barrier analysis working group during the December 2014 meeting. The training covered the following topics:</p> <ul style="list-style-type: none"> <li>• Understand what barrier analysis is and why we need to do it</li> <li>• How to do a barrier analysis</li> <li>• Understand the tools and analyses already available to you</li> <li>• Understand how to stay focused and get results</li> </ul> <p>This training provided the recruitment barrier analysis working group with information to assist them in identifying potential barriers to equal employment within the recruitment process.</p> <p><b><u>Planned Activity 3:</u></b> Two drafts of the procedures for conducted barrier analysis into NAVFAC recruitment efforts were developed; however, neither draft was sufficiently developed for distribution or implementation. The procedures for tracking and analyzing NAVFAC recruitment efforts are still being developed. This effort will be continued in the 2016 reporting period.</p>	<p>Completed</p> <p>Completed</p> <p>Not complete and will be carried over into the 2016 reporting period</p>

<p><b><u>Planned Activity 4.</u></b> The final procedures and guidance were not completed in the 2015 reporting period and could not be disseminated to NAVFAC Commands for execution as planned. This effort will be executed in during the 2016 reporting period.</p> <p><b><u>Planned Activity 5.</u></b> The final procedures and guidance were not completed during the 2015 reporting period; therefore they could not be executed as planned. Execution of barrier analysis for recruitment efforts will be initiated during the 2016 reporting period.</p>	<p>Not complete and will be carried over into the 2016 reporting period</p> <p>Not complete and will be carried over into the 2016 reporting period</p>
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<b>§1EEOC FORM 715-01 PART H</b>		<b><i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>DEPARTMENT OF THE NAVY</b>		<b>FY 2015 PLAN H (Review of Employment Policies, Procedures and Practices)</b>	
STATEMENT OF MODEL PROGRAM  ESSENTIAL ELEMENT  DEFICIENCY:	<b>Essential Element C: Management and Program Accountability</b> <ul style="list-style-type: none"> <li>Due to the environmental challenges of 2013, and the maturation level of new EEO specialist under the Service Delivery Transition, the totality of commands were unable to conduct an in-depth review of their Merit Promotion, Employee Recognition/ Awards, and Employee Development/Training Programs Policy and Procedures</li> </ul>		
OBJECTIVES:	<ul style="list-style-type: none"> <li>Ensure commands understand the need to review employment policies, procedures, and practices. Provide the appropriate stakeholders with the tools to conduct an appropriate review.</li> </ul>		
RESPONSIBLE OFFICIAL:	DON Office of EEO Management Program Director and staff, Command Deputy EEO Officers (CDEEOO), Deputy EEO Officers (DEEOO), Director, Civilian Human Resources (DCHR), Human Resources Director (HRO), EEO and HR practitioners and managers and supervisors at all		

	levels.
DATE OBJECTIVE INITIATED:	October 2014
TARGET DATE FOR COMPLETION OF OBJECTIVES:	September 2015
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:	TARGET DATE (Must be specific)
<ul style="list-style-type: none"> <li>Continue the Working Group already established to examine and share best practices related to the examination of policies/practices/procedures. Recognized best practices will include the following: <ul style="list-style-type: none"> <li>Documents reviewed</li> <li>Stakeholders involved/interviewed in this effort</li> <li>Mechanisms utilized to determine/confirm compliance and consistency of application</li> <li>Results of audits/assessments conducted, if any. If not yet in the position to draw any conclusion, provide a status on what has been completed thus far and next steps in the process.</li> </ul> </li> </ul>	September 30, 2015
<ul style="list-style-type: none"> <li>Civilian Workforce Development/Career Development <ul style="list-style-type: none"> <li>All commands will determine the developmental programs used by their workforce and track ERIG/Disability applicants and selectees (include GS equivalency in tracking)</li> <li>Working group will collaborate with CDWW and Command Career Development offices to set up common data collection on mentoring participation (mentors and mentees) by ERIG/disability with GS equivalency</li> </ul> </li> </ul>	September 30, 2015
<ul style="list-style-type: none"> <li>Merit Promotion <ul style="list-style-type: none"> <li>Working group will review merit promotion guidance and investigate interview process <input type="checkbox"/> Use of panels (what grades)? </li> </ul> </li> </ul>	September 30, 2015

<input type="checkbox"/> EEO & Merit principles training? <input type="checkbox"/> Cross-Cultural Communication training? <input type="checkbox"/> Disability Etiquette training <input type="checkbox"/> Diversity requires on panels? <input type="checkbox"/> Common questions and assessment across command for entry-level positions?	
<ul style="list-style-type: none"> <li>• Awards <ul style="list-style-type: none"> <li>o Working group will collaborate with D&amp;I to collect successful award nominations from major commands to cull commonalities on best practices</li> <li>o Working group will review time-off and monetary awards guidance then determine questions to send to supervisors in order to validate compliance and consistency of application</li> </ul> </li> </ul>	September 30, 2015
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONS TO OBJECTIVE:	
During the reporting period NAVFAC analyzed the participation rates of applicants, nominees, and selectees into the NAVFAC Leadership Development Program (LDP). The analysis revealed that White Females, Black Females, Asian Females, and American Indian/Alaskan Native Females applied and were selected at higher rates than their participation rate in the eligible population. Hispanic Males and Native Hawaiian/Other Pacific Islander Males also were selected at higher rates than their participation in the eligible population. There was a low participation rate of individuals with non-targeted disabilities that applied and selected. No individuals with targeted disabilities applied to the NAVFAC LDP program.	

**EEO Program Status Report**

**FY 2016**

**Parts H**

**Plans to Correct Identified**

**Deficiencies**

<b>§1EEOC FORM 715-01 PART H</b>	<b><i>U.S. Equal Employment Opportunity Commission</i></b> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>NAVFAC</b>		<b>RP 2016 PLAN H-1 (Complaints)</b>
<b>STATEMENT OF MODEL PROGRAM</b>  <b>ESSENTIAL ELEMENT</b>  <b>DEFICIENCY:</b>	<p>During the 2015 reporting period, investigations of Naval Facilities Engineering Command's (NAVFAC) discrimination complaints were not completed within the applicable prescribed time frames. (Essential Element E: Efficiency - Measure #62 of the DON Part G Form).</p> <p>In addition to timely completed investigations, NAVFAC tracks the timely process of Precomplaints, Counselors Report, Acceptance and Dismissal Letters, and requests for investigations. As of 30 June 2015, NAVFAC is 84% timely in Completed Counseling's (Yellow); 47% timely in Counselor Report (Red); 44% timely in Accept or Dismiss (Red); 29% timely for Request for Investigation (Red) and 67% timely in Completed Investigations (Red).</p>	
<b>OBJECTIVES:</b>	<p>Complaints Processing</p> <p><u>Pre-Complaint Processing:</u> Ensure that, at a minimum, 90% of pre-complaints are processed within regulatory time frames.</p> <p><u>Formal Complaint Processing:</u> At a minimum, ensure that:</p> <ul style="list-style-type: none"> <li>• 90% of Counselor's Reports are submitted within 7 days of the filing of a formal complaint,</li> <li>• 90% of Acceptance and Dismissal Letters are issued within 30 days of the filing of a formal complaint,</li> <li>• Requests for investigations are made within 30 days of the filing of the formal complaint, and</li> <li>• Investigations are completed within regulatory timeframes.</li> </ul> <p>Enhance/support EEO practitioner development through targeted training</p>	

	events and updated policy guidance and job aides.	
RESPONSIBLE OFFICIAL:	EEO Officers, NAVFAC Command Deputy EEO Officer (CDEEOO), NAVFAC Complaints Manager, Human Resources (HR) Directors, Deputy EEO Officers (DEEOOs), EEO Practitioners processing complaints, and Agency Representatives assigned to represent that agency on EEO complaints.	
DATE OBJECTIVE INITIATED:	1 October 2015	
TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 June 2016	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:		TARGET DATE (Must be specific)
1. NAVFAC Commands will evaluate the effectiveness of their FY 2015 action plans which detailed how they planned to improve their complaints processing timeframes. Commands will identify what worked and what did not work from their FY 2015 plans and develop new plans to improve complaints processing timeframes in 2016. The action plan will be submitted to the NAVFAC CDEEOO and the Complaints Manager.		16 November 2015

2. The NAVFAC CDEEOO and the Complaints Manager will conduct complaints processing training intended to improve efficiency and compliance with DON processing timeframes. DEEOO will ensure that all EEO Specialists with complaints processing responsibilities attend the training.	31 October 2015 through June 30 2016
3. The NAVFAC Complaints Manager will conduct weekly reviews of the iComplaints database and will disseminate the results of those reviews to commands on a weekly basis requesting updates/changes to the database. Commands will be required to make the requested updates/changes within one week of receiving the request from the Complaints Manager.	Weekly: 1 October 2015 through 30 June 2016
4. A Complaints Efficiency Scorecard will be issued to each Echelon III and IV Command Commanding Officer on a quarterly basis.	February 1, 2016 May 1, 2016 August 1, 2016 November, 2016
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONS TO OBJECTIVE:	



<b>§1EEOC FORM 715-01 PART H</b>	<b><i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>NAVFAC</b>		<b>2016 PLAN H-2 (Reasonable Accommodation Requests)</b>
<b>STATEMENT OF MODEL PROGRAM  ESSENTIAL ELEMENT  DEFICIENCY:</b>	During the 2015 reporting period, 90% of accommodation requests were not processed within the time frame established in the DON Procedures for Processing Requests for Reasonable Accommodation. (Essential Element E: Efficiency - Measure #54 of the DON Part G Form).	
<b>OBJECTIVES:</b>	Ensure that, at a minimum, 90% of reasonable accommodation requests are processed within the timeframes established in the DON Procedures for Processing Requests for Reasonable Accommodation.	
<b>RESPONSIBLE OFFICIAL:</b>	EEO Officers, NAVFAC Command Deputy EEO Officer (CDEEOO), Chief Management Officer, Human Resources Directors, Deputy EEO Officers (DEEOOs), Reasonable Accommodation Points of Contact (RA POCs), EEO Specialists, Human Resources (HR) Specialists, Supervisors, Managers, and members of the reasonable accommodation team.	
<b>DATE OBJECTIVE INITIATED:</b>	1 October 2015	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVES:</b>	30 June 2016	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:</b>		<b>TARGET DATE (Must be specific)</b>
1. NAVFAC Commands will evaluate the effectiveness of their FY 2015 action plans which detailed how they planned to improve their reasonable accommodation processing timeframes. Commands will identify what worked and what did not work from their FY 2015 plans and develop new plans to improve reasonable accommodation request processing timeframes in 2016.		16 November 2015

The action plan will be submitted to the NAVFAC CDEEOO.	
2. The NAVFAC CDEEOO will conduct Rehabilitation Act and Reasonable Accommodation training intended to improve efficiency and compliance with DON processing timeframes. DEEOO will ensure that all EEO Specialists with reasonable accommodation processing responsibilities attend the training.	31 October 2015 through June 30 2016
3. NAVFAC Commands will submit a document to the NAVFAC CDEEOO detailing how to improve the NAVFAC reasonable accommodation requests tracking spreadsheet. The NAVFAC CDEEOO will develop a revised standardized tracking mechanism for NAVFAC Commands.	Command due date: 25 November 2015 CDEEOO due date: 17 December 2015
4. NAVFAC Commands will submit to the CDEEOO, on a quarterly basis, their reasonable accommodation requests timeliness tracking data. The NAVFAC CDEEOO will verify the Command's processing of EEO reasonable accommodation requests.	Command due dates: 7 January 2016, 7 April 2016, 7 July 2016, and 7 October 2016.
5. A Reasonable Accommodation Processing Scorecard will be issued to each Echelon III and IV Command Commanding Officer on a quarterly basis.	February 1, 2016 May 1, 2016 August 1, 2016 November, 2016
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONS TO OBJECTIVE:	

<b>§1EEOC FORM 715-01 PART H</b>	<b><i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>NAVFAC</b>		<b>FY 2016 PLAN H-3 (Barrier Analysis of Recruitment Efforts)</b>
STATEMENT OF MODEL PROGRAM  ESSENTIAL ELEMENT  DEFICIENCY:	NAVFAC does not track recruitment efforts and analyze its efforts to identify potential barriers in accordance with MD-715 and DON standards. (Essential Element E: Efficiency - Measure #72 of the DON Part G Form).	
OBJECTIVES:	Develop procedures and guidance for NAVFAC Commands to track and analyze recruitment efforts in order to identify potential barriers to equal employment opportunity.	
RESPONSIBLE OFFICIAL:	EEO Officers, NAVFAC Director of Civilian Human Resources (DCHR), NAVFAC Command Deputy EEO Officer (CDEEOO), NAVFAC Affirmative Employment Program (AEP) Manager, Human Resources Directors, Deputy EEO Officers (DEEOOs), EEO Specialists, Human Resources (HR) Specialists, Managers, Supervisors, and Special Emphasis Program Managers.	
DATE OBJECTIVE INITIATED:	1 October 2015	
TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 June 2016	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:		TARGET DATE (Must be specific)

1. The NAVFAC HQ AEP Manager will develop draft procedures on how to track and analyze NAVFAC recruitment efforts.	30 October 2015
2. The draft procedures will be distributed to the Recruitment Barrier Analysis Working Group to provide comments.	20 November 2015
3. The draft procedures will be provided to the NAVFAC DCHR and the CDEEOO for review and approval.	1 December 2015
4. Final procedures and guidance will be disseminated to NAVFAC Commands for execution upon approval of all stakeholders involved in the review and development process.	30 December 2015
5. Execution of barrier analysis for recruitment efforts will begin 4 January 2016.	30 June 2016
REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONS TO OBJECTIVE:	

<b>§1EEOC FORM 715-01 PART H</b>	<b><i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>NAVFAC</b>		<b>2016 PLAN H-4 (Review of Policies, Procedures, and Practices)</b>
STATEMENT OF MODEL PROGRAM  ESSENTIAL ELEMENT  DEFICIENCY:	During the 2015 reporting period, reviews of the NAVFAC Merit Promotion Program Policy and Procedures, Employee Recognition Awards Program and Procedures, and Employee Development/Training Programs for systemic barriers that may impeded full participation have not been executed. (Essential Element C: Management and Program Accountability - Measure #36-38 of the DON Part G Form).	
OBJECTIVES:	Execute reviews of the NAVFAC Merit Promotion Program Policy and Procedures and the NAVFAC Employee Development/Training Programs for systemic barriers.  Due to limited resources a review of Employee Recognition Awards Program and Procedures will be executed in 2017.	
RESPONSIBLE OFFICIAL:	EEO Officers, NAVFAC Director of Civilian Human Resources (DCHR), NAVFAC Command Deputy EEO Officer (CDEEOO), NAVFAC Affirmative Employment Program (AEP) Manager, Human Resources Directors, Deputy EEO Officers (DEEOOs), EEO Specialists, Human Resources (HR) Specialists, Managers and Supervisors.	
DATE OBJECTIVE INITIATED:	30 October 2015	
TARGET DATE FOR COMPLETION OF OBJECTIVES:	30 June 2016	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVES:		TARGET DATE (Must be specific)

1. The NAVFAC AEP Manager and the NAVFAC DEEOO will work collaboratively to establish Policy, Procedures, and Practices Working Groups at each level of the enterprise to review the NAVFAC Merit Promotion Program Policy and Procedures, Employee Recognition Awards Program and Procedures, and Employee Development/Training Programs for systemic barriers that may impede full participation for all employees.	16 November 2015
2. The Working Groups will execute a review of the NAVFAC, and any NAVFAC Command's, Merit Promotion Program Policy, Procedures, and practices for systemic barriers that may impede full participation for all employees. At the end of the review the working group will develop a report detailing how they conducted their review, what was reviewed, any issues identified, and any recommendations or conclusions recommended by the working group. The report will be submitted to the NAVFAC DCHR and CDEEOO.	1 January 2016 through 31 March 2016
3. The Working Groups will execute a review of the NAVFAC, and any NAVFAC Command's, Employee Development/Training Programs for systemic barriers that may impede full participation for all employees. At the end of the review the working group will develop a report detailing how they conducted their review, what was reviewed, any issues identified, and any recommendations or conclusions recommended by the working group. The report will be submitted to the NAVFAC DCHR and CDEEOO.	1 April 2016 through 30 June 2016
<b>REPORT OF ACCOMPLISHMENTS/STATUS OF AND/OR MODIFICATIONS TO OBJECTIVE:</b>	

# **EEO Program Status Report**

**FY 2015**

**Parts I**

**Plans to Eliminate Barriers**

**Accomplishments**

<b>EEOC FORM 715-01 PART I</b>	<p align="center"><i>U.S. Equal Employment Opportunity Commission</i>  <b>FEDERAL AGENCY ANNUAL  EEO PROGRAM STATUS REPORT</b></p>	
<b>(NAVFAC) FY 2015 I-1</b>		<b>FY 2015 Plan 1-1 (Hispanic Males and Females)</b>
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>NAVFAC continues to have a low participation rate of Hispanic males and females in FY-14.</p> <p>Based on a review of the A1 data tables the participation of Hispanic Males in the NAVFAC workforce is 4.15%, whereas the National Civilian Labor Force (NCLF) of Hispanic Males is 5.20%. Hispanic females represent 1.81% of the NAVFAC workforce, whereas the NCLF is 4.80%.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>In FY 2014, access to the required data to conduct a thorough data analysis and barrier analysis was not available. HR Link access to obtain the MD-715 data tables was not available until July 2014. The MD-715 data tables allow a command to identify triggers, but do not contain sufficient information to conduct a proper data analysis which is needed to assist in determining the root cause of a trigger. In FY 2013, the DON EEO Program Office provided each command with raw workforce data which allowed for more in-depth analysis. Such data was not provided in FY 2014.</p> <p>To prepare FEC EEO personnel to lead barrier analysis efforts in the future, the NAVFAC EEO Office provided initial barrier analysis training in August 2014. Additional training will be provided in FY 2015.</p> <p>With the limited data available NAVFAC was able to conduct a multi-year trends analysis which revealed that the population of Hispanic Males has increased in each of the last five fiscal years. The Hispanic Female has increased in each of the last two fiscal years.</p>	



	Information provided by the FECs also did not reveal any substantive barrier analysis to determine the root cause of the low participation of Hispanic Males and Females.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	To date no policy, practice or procedure has been identified as a barrier resulting in the low participation rate of Hispanic Males and Females.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Obtain appropriate workforce data for the FECs to conduct data, trends, and barrier analysis. Provide FEC personnel the appropriate training to conduct a proper barrier analysis. Initiate the barrier analysis process.
<b>RESPONSIBLE OFFICIAL:</b>	Command Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), DCHR, HRDs, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, NAVFAC and FEC senior leadership, supervisors and managers, and employees.
<b>DATE OBJECTIVE INITIATED:</b>	1 October 2014
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	30 September 2015

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
1. Ensure FEC personnel receive Barrier Analysis Training.	30 December 2014	
2. CDEEOO and NAVFAC AEP Manager will contact DON EEO Program Office for status of appropriate data for barrier Analysis purposes. CDEEOO and NAVFAC AEP Manager will work with NAVFAC TWMS Point of Contact to obtain alternative source for workforce data.	30 December 2014	
3. NAVFAC AEP Manager will hold bi-monthly meetings with FEC personnel conducting barrier analysis to provide guidance.	30 November 2014 31 January 2015 31 March 2015 31 May 2015 31 July 2015 30 September 2015	
4. FECs will provide quarterly updates on progress towards completion of FY 2015 planned activities and update on barrier analysis efforts.	31 January 2015 30 April 2015 31 July 2015 31 October 2015	
5. Evaluate FEC barrier analysis accomplishments for FY 2015 to develop future barrier analysis initiatives.	30 September 2015	
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p> <p><b><u>Planned Activity 1.</u></b> Planned activity 1 was met. The NAVFAC CDEEOO developed a Plan of Actions and Milestones (POA&amp;M) to execute the planned activities for FY 2015, which included conducting barrier analysis training for the FECs. The NAVFAC CDEEOO conducted the barrier analysis training in December 2014. Management Directive 715 and Barrier Analysis training was also conducted in June 2015.</p> <p><b><u>Planned Activity 2.</u></b> Planned activity 2 was met. The NAVFAC CDEEOO contacted the DON EEO Program Office to discuss the status of appropriate data for conducting barrier analysis. The DON Office of EEO, in conjunction with the Office of Civilian Human Resources, was in the process of deploying an EEO module within HR Link. Access to HR Link was made available to</p>		

all commands and field activities. Due to the availability of workforce data through HR Link it was unnecessary to meet with the NAVFAC TWMS Point of Contact to obtain an alternative source for workforce data. The DON Office of EEO also provided applicant flow data for use during the 2016 reporting period.

**Planned Activity 3:** Planned activity 3 was met. The NAVFAC AEP Manager conducted bi-monthly meetings in November 2014, January 2015, March 2015, May 2015, and July 2015, with the NAVFAC EEO personnel by teleconference, to discuss their progress in the barrier analysis efforts and provide guidance to assist in this effort. The September 2015 meeting was canceled because the commands already responded to a tasker to submit their Plans to Eliminate Barriers, which provided information on their barrier analysis.

**Planned Activity 4:** Planned activity 4 was met. The NAVFAC Commands provided quarterly updates on their progress towards completion of FY 2015 planned activities with an update on their barrier analysis efforts in January and April 2015. The July update was not required because Part I responses were being prepared for submission in August 2015.

**Planned Activity 5:** Planned activity 5 was met. Evaluation of the NAVFAC Command's barrier analysis accomplishments was completed. A review of each submitted Part I (Plan to Eliminate Barriers) revealed that most commands continue to have challenges in executing barrier analysis. NAVFAC's new strategy to facilitate barrier analysis can be found in the 2016 reporting period Plans to Eliminate Barrier Planned Activities.

## **Response to Department of the Navy 2015 Part I.**

### **Department of the Navy Planned Activity:**

1A. In FY 2015, the commands and subordinate activities will continue to examine and determine what factors, if any, are causing low participation rates for:

- Hispanic males
- Hispanic females
- White females
- Individuals with Targeted Disabilities

This will begin by looking at each group and the major occupational series of those groups. A working group will assist the DON in the completion of this analysis.

### **NAVFAC Report of Accomplishment**

During the reporting period NAVFAC initiated barrier analysis into the low participation rate of Hispanic Males and Female. Please refer to the NAVFAC Reporting Period 2016 Plan I-1 (Hispanic Males and Females).

<b>EEOC FORM 715-01 PART I</b>	<p align="center"><i>U.S. Equal Employment Opportunity Commission</i>  <b>FEDERAL AGENCY ANNUAL  EEO PROGRAM STATUS REPORT</b></p>	
<b>(NAVFAC) FY 2015 I-2</b>		<b>FY 2015 Plan 1-2 (White Females)</b>
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>NAVFAC continues to have a low participation rate of White Females in FY-14.</p> <p>Based on a review of the A1 data tables the participation of White Females in the NAVFAC workforce is 13.84%, whereas the National Civilian Labor Force (NCLF) for White Females is 34.00%.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>In FY 2014, access to the required data to conduct a thorough data analysis and barrier analysis was not available. HR Link access to obtain the MD-715 data tables was not available until July 2014. The MD-715 data tables allow a command to identify triggers, but does not contain sufficient information to conduct a proper data analysis which is needed to assist in determining the root cause of a trigger. In FY 2013, the DON EEO Program Office provided each command with raw workforce data which allowed for more in-depth analysis. Such data was not provided in FY 2014.</p> <p>To prepare FEC EEO personnel to lead barrier analysis efforts in the future, the NAVFAC EEO Office provided initial barrier analysis training in August 2014. Additional training will be provided in FY 2015.</p> <p>With the limited data available NAVFAC was able to conduct a multi-year trends analysis which revealed that the population of White Females has continued to decrease in each of the last four fiscal years.</p> <p>Information provided by the FECs also did not reveal any substantive barrier analysis to determine the root cause of the low participation of White Females.</p>	

<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	To date no policy, practice or procedure has been identified as a barrier resulting in the low participation rate of White Females.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Obtain appropriate workforce data for the FECs to conduct data, trends, and barrier analysis. Provide FEC personnel the appropriate training to conduct a proper barrier analysis. Initiate the barrier analysis process.
<b>RESPONSIBLE OFFICIAL:</b>	Command Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), DCHR, HRDs, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, NAVFAC and FEC senior leadership, supervisors and managers, and employees.
<b>DATE OBJECTIVE INITIATED:</b>	1 October 2014
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	30 September 2015

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		<b>TARGET DATE (Must be specific)</b>

1. Ensure FEC personnel receive Barrier Analysis Training.	30 December 2014
2. CDEEOO and NAVFAC AEP Manager will contact DON EEO Program Office for status of appropriate data for barrier Analysis purposes. CDEEOO and NAVFAC AEP Manager will work with NAVFAC TWMS Point of Contact to obtain alternative source for workforce data.	30 December 2014
3. NAVFAC AEP Manager will hold bi-monthly meetings with FEC personnel conducting barrier analysis to provide guidance.	30 November 2014 31 January 2015 31 March 2015 31 May 2015 31 July 2015 30 September 2015
4. FECs will provide quarterly updates on progress towards completion of FY 2015 planned activities and update on barrier analysis efforts.	31 January 2015 30 April 2015 31 July 2015 31 October 2015
5. Evaluate FEC barrier analysis accomplishments for FY 2015 to develop future barrier analysis initiatives.	30 September 2015

## **REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

**Planned Activity 1.** Planned activity 1 was met. The NAVFAC CDEEOO developed a Plan of Actions and Milestones (POA&M) to execute the planned activities for FY 2015, which included conducting barrier analysis training for the FECs. The NAVFAC CDEEOO conducted the barrier analysis training in December 2014. Management Directive 715 and Barrier Analysis training was also conducted in June 2015.

**Planned Activity 2.** Planned activity 2 was met. The NAVFAC CDEEOO contacted the DON EEO Program Office to discuss the status of appropriate data for conducting barrier analysis. The DON Office of EEO, in conjunction with the Office of Civilian Human Resources, was in the process of deploying an EEO module within HR Link. Access to HR Link was made available to all commands and field activities. Due to the availability of workforce data through HR Link it was unnecessary to meet with the NAVFAC TWMS Point of Contact to obtain an alternative source for workforce data. The DON Office of EEO also provided applicant flow data for use during the 2016 reporting period.

**Planned Activity 3.** Planned activity 3 was met. The NAVFAC AEP Manager conducted bi-monthly meetings in November 2014, January 2015, March 2015, May 2015, and July 2015, with

the NAVFAC EEO personnel by teleconference, to discuss their progress in the barrier analysis efforts and provide guidance to assist in this effort. The September 2015 meeting was canceled because the commands already responded to a tasker to submit their Plans to Eliminate Barriers, which provided information on their barrier analysis.

**Planned Activity 4.** Planned activity 4 was met. The NAVFAC Commands provided quarterly updates on their progress towards completion of FY 2015 planned activities with an update on their barrier analysis efforts in January and April 2015. The July update was not required because Part I responses were being prepared for submission in August 2015.

**Planned Activity 5.** Planned activity 5 was met. Evaluation of the NAVFAC Command's barrier analysis accomplishments was completed. A review of each submitted Part I (Plan to Eliminate Barriers) revealed that most commands continue to have challenges in executing barrier analysis. NAVFAC's new strategy to facilitate barrier analysis can be found in the 2016 reporting period Plans to Eliminate Barrier Planned Activities.

### **Response to Department of the Navy 2015 Part I.**

#### **Department of the Navy Planned Activity:**

1A. In FY 2015, the commands and subordinate activities will continue to examine and determine what factors, if any, are causing low participation rates for:

- Hispanic males
- Hispanic females
- White females
- Individuals with Targeted Disabilities

This will begin by looking at each group and the major occupational series of those groups. A working group will assist the DON in the completion of this analysis.

#### **NAVFAC Report of Accomplishment**

During the reporting period NAVFAC initiated barrier analysis into the low participation rate of White Female. Please refer to the NAVFAC Reporting Period 2016 Plan I-2 (White Females).

<b>EEOC FORM 715-01 PART I</b>	<b><i>U.S. Equal Employment Opportunity Commission</i></b> <b>FEDERAL AGENCY ANNUAL</b> <b>EEO PROGRAM STATUS REPORT</b>	
<b>(NAVFAC) FY 2015 I-3</b>		<b>FY 2015 Plan 1-3 (Individual with Targeted Disabilities)</b>
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>NAVFAC continues to have a low participation rate of Individuals with Targeted Disabilities (IWTD) in FY-14.</p> <p>Based on a review of the B1 data tables the participation of Individuals with Targeted Disabilities (IWTD) in the NAVFAC workforce is 0.62%, whereas the EEOC Goal is 2.0%.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>In FY 2014, access to the required data to conduct a thorough data analysis and barrier analysis was not available. HR Link access to obtain the MD-715 data tables was not available until July 2014. The MD-715 data tables allow a command to identify triggers, but does not contain sufficient information to conduct a proper data analysis which is needed to assist in determining the root cause of a trigger. In FY 2013, the DON EEO Program Office provided each command with raw workforce data which allowed for more in-depth analysis. Such data was not provided in FY 2014.</p> <p>Two FECs identified an attitudinal barrier towards people with disabilities. However, no information was provided as to how that barrier was identified.</p> <p>To prepare FEC EEO personnel to lead barrier analysis efforts in the future, the NAVFAC EEO Office provided initial barrier analysis training in August 2014. Additional training will be provided in FY 2015.</p> <p>With the limited data available NAVFAC was able to conduct a multi-year trends analysis which revealed that the participation rate of Individuals with Targeted Disabilities (IWTD) has fluctuated over the</p>	



	<p>last five fiscal years. In FY 2012 there was an increased representation of IWTD as compared to FY 2011. In FY 2013 the participation rate of IWTD decreased. The participation rate of IWTD remained the same in FY 2013 through FY 2014.</p> <p>Information provided by the FECs also did not reveal any substantive barrier analysis to determine the root cause of the low participation of IWTD.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>To date no NAVFAC policy, practice or procedure has been identified as a barrier resulting in the low participation rate of IWTD.</p> <p>While several FECs have identified an attitudinal barrier, additional inquiry will be conducted to determine the scope of the potential barrier.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Obtain appropriate workforce data for the FECs to conduct data, trends, and barrier analysis. Provide FEC personnel the appropriate training to conduct a proper barrier analysis. Initiate the barrier analysis process.</p> <p>For those FECs that have identified an attitudinal barrier, additional inquiry will be conducted and elimination plans developed and initiated, as needed.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Command Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), DCHR, HRDs, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, NAVFAC and FEC senior leadership, supervisors and managers, and employees.</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>1 October 2014</p>
<p><b>TARGET DATE FOR</b></p>	<p>30 September 2015</p>

<b>COMPLETION OF OBJECTIVE:</b>	
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<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
	<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
	1. Ensure FEC personnel receive Barrier Analysis Training.	30 December 2014
	2. CDEEOO and NAVFAC AEP Manager will contact DON EEO Program Office for status of appropriate data for barrier Analysis purposes. CDEEOO and NAVFAC AEP Manager will work with NAVFAC TWMS Point of Contact to obtain alternative source for workforce data.	30 December 2014
	3. NAVFAC AEP Manager will hold bi-monthly meetings with FEC personnel conducting barrier analysis to provide guidance.	30 November 2014 31 January 2015 31 March 2015 31 May 2015 31 July 2015 30 September 2015
	4. FECs will provide quarterly updates on progress towards completion of FY 2015 planned activities and update on barrier analysis efforts.	31 January 2015 30 April 2015 31 July 2015 31 October 2015
	5. Evaluate FEC barrier analysis accomplishments for FY 2015 to develop future barrier analysis initiatives.	30 September 2015
	6. The CDEEOO and the NAVFAC AEP Manager will work with commands that have identified an attitudinal barrier to determine the scope of the barrier and develop elimination plan, as needed. Training to eliminate any attitudinal barriers will be identified and deployed, as needed.	28 February 2015 (determine scope) 30 September 2015 (elimination plans)

## **REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

**Planned Activity 1.** Planned activity 1 was met. The NAVFAC CDEEOO developed a Plan of Actions and Milestones (POA&M) to execute the planned activities for FY 2015, which included conducting barrier analysis training for the FECs. The NAVFAC CDEEOO conducted the barrier analysis training in December 2014. Management Directive 715 and Barrier Analysis training was also conducted in June 2015.

**Planned Activity 2.** Planned activity 2 was met. The NAVFAC CDEEOO contacted the DON EEO Program Office to discuss the status of appropriate data for conducting barrier analysis. The DON Office of EEO, in conjunction with the Office of Civilian Human Resources, was in the process of deploying an EEO module within HR Link. Access to HR Link was made available to all commands and field activities. Due to the availability of workforce data through HR Link it was unnecessary to meet with the NAVFAC TWMS Point of Contact to obtain an alternative source for workforce data. The DON Office of EEO also provided applicant flow data for use during the 2016 reporting period.

**Planned Activity 3.** Planned activity 3 was met. The NAVFAC AEP Manager conducted bi-monthly meetings in November 2014, January 2015, March 2015, May 2015, and July 2015, with the NAVFAC EEO personnel by teleconference, to discuss their progress in the barrier analysis efforts and provide guidance to assist in this effort. The September 2015 meeting was canceled because the commands already responded to a tasker to submit their Plans to Eliminate Barriers, which provided information on their barrier analysis.

**Planned Activity 4.** Planned activity 4 was met. The NAVFAC Commands provided quarterly updates on their progress towards completion of FY 2015 planned activities with an update on their barrier analysis efforts in January and April 2015. The July update was not required because Part I responses were being prepared for submission in August 2015.

**Planned Activity 5.** Planned activity 5 was met. Evaluation of the NAVFAC Command's barrier analysis accomplishments was completed. A review of each submitted Part I (Plan to Eliminate Barriers) revealed that most commands continue to have challenges in executing barrier analysis. NAVFAC's new strategy to facilitate barrier analysis can be found in the 2016 reporting period Plans to Eliminate Barrier Planned Activities.

**Planned Activity 6.** This planned activity was not completed. Training to address possible attitudinal barriers towards IWTD has been proposed for the 2016 reporting period.

### **Response to Department of the Navy 2015 Part I.**

#### **Department of the Navy Planned Activity:**

1A. In FY 2015, the commands and subordinate activities will continue to examine and

determine what factors, if any, are causing low participation rates for:

- Hispanic males
- Hispanic females
- White females
- Individuals with Targeted Disabilities

This will begin by looking at each group and the major occupational series of those groups. A working group will assist the DON in the completion of this analysis.

### NAVFAC Report of Accomplishment

During the reporting period NAVFAC initiated barrier analysis into the low participation rate of IWTD. Please refer to the NAVFAC Reporting Period 2016 Plan I-3 (Individuals with Targeted Disabilities).

<b>EEOC FORM 715-01 PART I</b>	<b><i>U.S. Equal Employment Opportunity Commission</i></b> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>(NAVFAC) FY 2015 I-4</b>		<b>FY 2015 Plan 1-4 (Asian Males &amp; Females in High Grades)</b>
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	NAVFAC continues to have a low participation rate of Asian males and females in in high grades in FY-14.  Based on a review of the A1 data tables the participation of Asian Males in overall workforce is 9.70%, whereas the Asian Males in the GS-14 pay grade is 7.05% and in the GS-15 pay grade their participation rate is .92%. Asian Female participation rate in the overall NAVFAC population is 4.07%, compared to 1.37% in the GS-15 pay grade. Asian Females have a high participation rate in the GS-14 pay grade, 6.15%. There are no Asian Males or Female in the NAVFAC SES.	

<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>In FY 2014, access to the required data to conduct a thorough data analysis and barrier analysis was not available. HR Link access to obtain the MD-715 data tables was not available until July 2014. The MD-715 data tables allow a command to identify triggers, but does not contain sufficient information to conduct a proper data analysis which is needed to assist in determining the root cause of a trigger. In FY 2013, the DON EEO Program Office provided each command with raw workforce data which allowed for more in-depth analysis. Such data was not provided in FY 2014.</p> <p>To prepare FEC EEO personnel to lead barrier analysis efforts in the future, the NAVFAC EEO Office provided initial barrier analysis training in August 2014. Additional training will be provided in FY 2015.</p> <p>Information provided by the FECs also did not reveal any substantive barrier analysis to determine the root cause of the low participation of Asian Males and Females in high grades.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>To date no policy, practice or procedure has been identified as a barrier resulting in the low participation rate of Asian Males and Females in high grades.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Obtain appropriate workforce data for the FECs to conduct data, trends, and barrier analysis. Provide FEC personnel the appropriate training to conduct a proper barrier analysis. Initiate the barrier analysis process.</p>

<b>RESPONSIBLE OFFICIAL:</b>	Command Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), DCHR, HRDs, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, NAVFAC and FEC senior leadership, supervisors and managers, and employees.
<b>DATE OBJECTIVE INITIATED:</b>	1 October 2014
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	30 September 2015

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		<b>TARGET DATE (Must be specific)</b>
1. Ensure FEC personnel receive Barrier Analysis Training.		30 December 2014
2. CDEEOO and NAVFAC AEP Manager will contact DON EEO Program Office for status of appropriate data for barrier Analysis purposes. CDEEOO and NAVFAC AEP Manager will work with NAVFAC TWMS Point of Contact to obtain alternative source for workforce data.		30 December 2014
3. NAVFAC AEP Manager will hold bi-monthly meetings with FEC personnel conducting barrier analysis to provide guidance.		30 November 2014 31 January 2015 31 March 2015 31 May 2015 31 July 2015 30 September 2015
4. FECs will provide quarterly updates on progress towards completion of FY 2015 planned activities and update on barrier analysis efforts.		31 January 2015 30 April 2015 31 July 2015 31 October 2015

5. Evaluate FEC barrier analysis accomplishments for FY 2015 to develop future barrier analysis initiatives.

30 September 2015

## **REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE**

**Planned Activity 1.** Planned activity 1 was met. The NAVFAC CDEEOO developed a Plan of Actions and Milestones (POA&M) to execute the planned activities for FY 2015, which included conducting barrier analysis training for the FECs. The NAVFAC CDEEOO conducted the barrier analysis training in December 2014. Management Directive 715 and Barrier Analysis training was also conducted in June 2015.

**Planned Activity 2.** Planned activity 2 was met. The NAVFAC CDEEOO contacted the DON EEO Program Office to discuss the status of appropriate data for conducting barrier analysis. The DON Office of EEO, in conjunction with the Office of Civilian Human Resources, was in the process of deploying an EEO module within HR Link. Access to HR Link was made available to all commands and field activities. Due to the availability of workforce data through HR Link it was unnecessary to meet with the NAVFAC TWMS Point of Contact to obtain an alternative source for workforce data. The DON Office of EEO also provided applicant flow data for use during the 2016 reporting period.

**Planned Activity 3.** Planned activity 3 was met. The NAVFAC AEP Manager conducted bi-monthly meetings in November 2014, January 2015, March 2015, May 2015, and July 2015, with the NAVFAC EEO personnel by teleconference, to discuss their progress in the barrier analysis efforts and provide guidance to assist in this effort. The September 2015 meeting was canceled because the commands already responded to a tasker to submit their Plans to Eliminate Barriers, which provided information on their barrier analysis.

**Planned Activity 4.** Planned activity 4 was met. The NAVFAC Commands provided quarterly updates on their progress towards completion of FY 2015 planned activities with an update on their barrier analysis efforts in January and April 2015. The July update was not required because Part I responses were being prepared for submission in August 2015.

**Planned Activity 5.** Planned activity 5 was met. Evaluation of the NAVFAC Command's barrier analysis accomplishments was completed. A review of each submitted Part I (Plan to Eliminate Barriers) revealed that most commands continue to have challenges in executing barrier analysis. NAVFAC's new strategy to facilitate barrier analysis can be found in the 2016 reporting period Plans to Eliminate Barrier Planned Activities.

### **Response to Department of the Navy 2015 Part I.**

#### **Department of the Navy Planned Activity:**

1B. Commands should also look into the factors that potentially impede the advancement

into the high grades and SES for:

- Asian males
- Asian females
- other groups as appropriate

#### **NAVFAC Report of Accomplishment**

During the reporting period NAVFAC initiated barrier analysis into the low participation of Asians in the high grades. Please refer to the NAVFAC Reporting Period 2016 Plan I-4 (Asian Males in the High Grades).



**EEO Program Status Report**

**FY 2016**

**Parts I**

**Plans to Eliminate Barriers**

<b>EEOC FORM 715-01 PART I</b>	<p align="center"><i>U.S. Equal Employment Opportunity Commission</i>  <b>FEDERAL AGENCY ANNUAL  EEO PROGRAM STATUS REPORT</b></p>	
<b>(NAVFAC)</b>		<b>Reporting Period 2016 Plan I-1 (Hispanic Males and Females)</b>
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>NAVFAC continues to have a low participation rate of Hispanic Males and Females.</p> <p>Based on a review of the workforce data tables (table A1) the participation rate of Hispanic Males in the NAVFAC workforce is 4.27%, whereas the National Civilian Labor Force (NCLF) of Hispanic Males is 5.20% and the NAVFAC NCLF is 6.12%. Hispanic Females participation rate at the end of the 2015 reporting period was 1.83%, whereas the NCLF is 4.80 and the NAVFAC NCLF is 3.41%.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p align="center"><b>Hispanic Males</b></p> <p>NAVFAC's barrier analysis efforts, during the 2015 reporting period (RP), have focused on examining potential issues impacting the participation rate of Hispanic Males in the workforce.</p> <p>The initial step in this process was to establish an appropriate comparator to use as a benchmark. The Equal Employment Opportunity Commission's (EEOC) Management Directive 715 instructs agencies to compare their populations to the National Civilian Labor Force (NCLF). In previous years, NAVFAC used the NCLF provided by the EEOC to determine where there was a difference between the percentage of Hispanic Males in the NAVFAC workforce and the NCLF. If the percentage of Hispanic Males in the NAVFAC population was lower than the percentage of Hispanic Males in the NCLF, it was determined that there was a low participation rate of Hispanics Males in the NAVFAC workforce. Low participation "triggers" the need to conduct an analysis or</p>	

study to determine if there are any practices, policies, or procedures that limit or tend to limit equal employment opportunity for specific groups.

The NCLF provided by the EEOC is not the best comparator to use to determine if low participation exist for Hispanic Males in the NAVFAC workforce because the NCLF includes all occupations in the civil labor force, some of which are not present in the NAVFAC workforce. Therefore, a NAVFAC NCLF was created to determine if the low participation identified in the NAVFAC FY 2014 EEO Program Status Report existed when a command specific NCLF is used. The process used to develop the NAVFAC NCLF was as follows:

- All of the series within the NAVFAC population were identified. NAVFAC workforce data from HR Link showed that NAVFAC employees were in 197 series.
- The EEOC's Federal Sector Occupation Cross Classification Table was used to determine the United States Census Occupations code for each of the 197 series in the NAVFAC population.
- The EEO Tabulations from the United States Census Bureau's American Community Survey were used to obtain the occupation specific NCLF data for each of the 122 Census Occupations in the NAVFAC workforce.
- All of the occupation NCLF data was aggregated to create the NAVFAC NCLF

The table below shows the number and percentage of Hispanic Males in the NAVFAC population, the percentage of Hispanic Males in the NCLF provided by the EEOC, and the NAVFAC NCLF.

<b>Hispanic Male Participation Rate</b>			
Total Number	Percentage	EEOC NCLF	NAVFAC NCLF
625	4.27%	5.20%	6.12%

A review of the table above shows that 4.27% of the NAVFAC workforce, at the end of the reporting period, was Hispanic Males. The participation rate of Hispanic Males is below both the EEOC NCLF of 5.20% and the NAVFAC NCLF of 6.12%.

The newly developed NAVFAC NCLF revealed that the percentage of Hispanic Males in the series within the NAVFAC workforce is higher than in the NCLF, which includes all occupations in the United States. The data above shows that the low participation rate of Hispanic Males is greater using the NAVFAC NCLF than the EEOC provided NCLF. The identified trigger from the

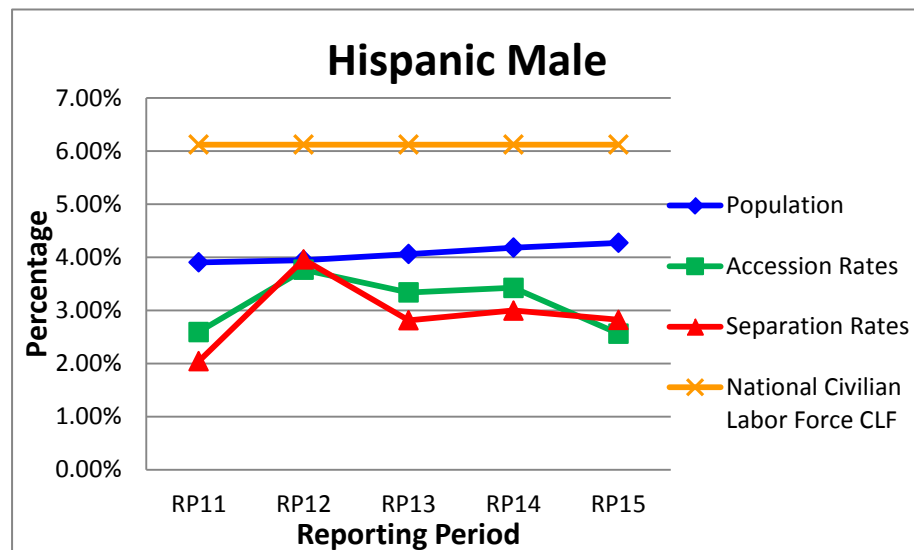
NAVFAC FY 2014 EEO Program Status Report remains; indicating that additional analysis is required.

### Accessions and Separations

The second step in NAVFAC's barrier analysis was to examine the participation rate, accession rate and separation rate of Hispanic Males over the last five reporting periods.

The table and chart below shows that participation rate, accession rate, and separation rates of Hispanic Males from reporting period 2011 through 2015.

Hispanic Male Accession and Separation Rates				
Reporting Period	Population	Accession Rates	Separation Rates	NAVFAC National Civilian Labor Force
RP 2011	3.90%	2.59%	2.04%	6.12%
RP 2012	3.94%	3.77%	3.96%	6.12%
RP 2013	4.06%	3.34%	2.81%	6.12%
RP 2014	4.18%	3.42%	3.00%	6.12%
RP 2015	4.27%	2.56%	2.82%	6.12%



The data above show that over the last five reporting periods the participation rate of Hispanic Males has increased each reporting period.

The accession and separation rates, over the past five reporting periods, were reviewed. Overall the accession rate has exceeded the separation rate in three out of the five reporting periods. A more detailed review showed the following:

- In RP 2011 there was a higher rate of accessions than separations
- In RP 2012, there was a spike in the rate of both accessions and separations with a higher rate of separations than accessions
- In RP 2013, there was a decrease in accessions and separations with a lower rate of separations than accessions
- In RP 2014 there was an increase in both accessions and separations with a higher rate of accessions than separations
- In RP 2015 there was a decrease in both accessions and separations with a higher rate of separations than accessions
- The separation rates were higher than the accession rates in RP 2012 and RP 2015
- The accession rates were higher than the separation rates in RP 2011, RP 2013, and RP 2014

NAVFAC conducted an accession and separation Nature of Action (NOA) and legal authority analysis. The analysis did not reveal any significant information regarding the accessions are separations of Hispanic Males.

### **Major Occupations**

As part of the barrier analysis of the Hispanic Male workforce a review of Hispanic Male participation in the NAVFAC major occupations was conducted. Below is a table with the number and percentage of Hispanic Males in each of the NAVFAC major occupations.

<b>Participation of Hispanic Males in the NAVFAC Major Occupations</b>			
Major Occupations	Number of Individuals	Percentage	Occupational NCLF
Management and Program Analyst (343)	9	2.15%	2.50%
General Engineering (801)	33	5.09%	4.00%
Engineering Technician (802)	50	4.93%	7.00%
Architecture (808)	15	4.23%	4.58%
Civil Engineering (810)	32	5.28%	4.02%
Environmental Engineering (819)	15	2.99%	2.92%
Mechanical Engineering (830)	24	6.06%	3.70%
General Business and Industry (1101)	20	3.49%	2.86%
Contracting (1102)	16	1.85%	3.40%
Information Technology Management (2210)	12	3.19%	5.30%

Hispanic Males are represented in all of the NAVFAC major occupations; however, they have a low participation rate in the following series:

- Management and Program Analyst
- Engineering Technician
- Architecture
- Contracting
- Information Technology Management

Hispanic Males have a high participation rate in the following series:

- General Engineering
- Civil Engineering
- Environmental Engineering
- Mechanical Engineering
- General Business and Industry

The information above indicates that Hispanic Males have high participation rates in the engineering major occupations. The low participation rates of Hispanic Males are predominately in the non-engineering major occupations.

### Hiring in NAVFAC Major Occupations

The table below shows the NAVFAC major occupations and the percentage of Hispanic Males hired in each of those occupations. The percentages are compared to the occupational NCLF for each series.

Hispanic Male Hires in RP 2015 NAVFAC Major Occupations			
Series	Number of Hires	Percentage of Hires	Occupational NCLF
Management and Program Analysis (343)	0	0	2.50%
General Engineering (801)	0	0	4.00%
Engineering Technician (802)	1	1.89%	7.00%
Architecture (808)	1	5.26%	4.58%
Civil Engineering (810)	2	2.85%	4.02%
Environmental Engineering (819)	1	2.85%	2.92%
Mechanical Engineering (830)	0	0	3.70%
General Business and Industry (1101)	1	2.27%	2.86%
Contacting (1102)	3	3.44%	3.40%
Information Technology Management (2210)	0	0	5.30%

In four out of the 10 NAVFAC major occupations there were no Hispanic Male hires. Out of the six major occupations with hires, in only two was the

percentage of Hispanic Hires greater than their participation rate in the occupational NCLF.

### **Hiring Strategy**

During the reporting period, NAVFAC initiated a hiring strategy to grow the civilian workforce after two years that included a hiring freeze, sequestration, furloughs, workforce shaping events, and cost-saving initiatives. The guiding principle in the hiring strategy is, “following merit principles, recruit a diverse civilian workforce that brings a wide variety of backgrounds and educational, work and life experiences to NAVFAC to improve our performance.” In FY 2015 there has been a focus on the mechanisms (i.e. bundled hiring, shared registers, etc.) used to bring people aboard.

The 2015 NAVFAC Hiring Strategy identified ten series. The table below shows the ten major series that were focused on in the FY15 NAVFAC hiring strategy and the percentage of Hispanic Males hired in each of those series. The percentages are compared to the occupational NCLF for each series. The numbers hired may be less than the numbers selected, because not everyone who was selected accepted the offer and therefore are not counted in the hired category.



<b>Hispanic Male Hires in RP 2015 NAVFAC Hiring Strategy Targeted Series</b>			
Series	Number of Hires	Percentage of Hires	Occupational NCLF
Community Planning (0020)	0	0	3.20%
Management and Program Analysis (343)	0	0	2.50%
General Engineering (801)	0	0	4.00%
Engineering Technician (802)	1	1.89%	7.00%
Civil Engineering (810)	2	2.85%	4.02%
Environmental Engineering (819)	1	2.85%	2.92%
Mechanical Engineering (830)	0	0	3.70%
General Business and Industry (1101)	1	2.27%	2.86%
Contacting (1102)	3	3.44%	3.40%
Facility Operations Services (1640)	0	0	2.86%

The table above shows that the hiring of Hispanic Males in the series identified in the FY 2015 Hiring Strategy was low. No hires were made in five out of the ten series. In the five series into which Hispanic Males were hired, in only one was the percentage of Hispanic Males in that series higher than the participation rate in the Occupational NCLF.

Overall there was a low rate of hiring of Hispanic Males in NAVFAC when compared to the appropriate NCLF. A factor that may lead to low hiring is the

number of Hispanic Males that applied to NAVFAC positions during the reporting period.

### **Applicant Flow Data**

Applicant flow data from OPM was available for the 2015 reporting period. When individuals apply to a position through USAJOBS they are provided the opportunity to voluntarily self-identify whether they have a disability. The data identifies how many people, by race/ethnicity and gender, applied for positions. Data is also provided on how many individuals self-ranked as qualified based on their answers to the qualification and eligibility questions during the application process. Information is provided on the number of individual who were determined to be qualified (or best qualified) by an HR specialist and actually referred to the hiring official. Finally data is provided on the number of individuals actually selected for a position, by disability status.

The table below provides the number and percentage of Hispanic Males by stage in the application process.

<b>Hispanic Male Applicant Flow Numbers and Percentage by Stage of Application Process</b>					
Stage in Process	Number	Percentage of Applicants that Self-Identified	Percentage of All Applicants	EEOC NCLF	NAVFAC NCLF
Applied	6,267	13.90%	9.31%	5.20%	6.12%
Qualified	3,356	13.25%	7.31%	5.20%	6.12%
Referred	1,741	13.53%	5.34%	5.20%	6.12%
Selected	127	12.61%	4.27%	5.20%	6.12%

The applicant flow data shows that there were a total of 67,308 applicants to NAVFAC positions during the reporting period. Not all individuals that applied self-identified their race/ethnicity and gender. Out of the 67,308 applicants, 45,075 self-identified their race/ethnicity and gender, which represents 67% of all applicants. There were 6,267 Hispanic Males that self-identified their race/ethnicity and gender, accounting for 13.90% of all self-identifying applicants. The EEOC instructs agencies to compare their applicant flow data to the relevant civilian labor force and to evaluate the information against its recruitment plans and efforts. From an enterprise perspective the relevant civilian labor force is the NCLF. The percentage of Hispanic Male applicants is higher than both the EEOC NCLF and the NAVFAC NCLF. Even if the percentage of Hispanic applicants was compared to the total number of

applicants, the percentage of Hispanic Male applicants (9.31%) remains higher than the EEOC NCLF and the NAVFAC NCLF.

There were a total of 45,850 applicants that self-rated themselves as qualified. There were 3,356 (13.25%) Hispanic Males applicants that self-rated themselves as qualified. The percentage of Hispanic Males that self-rated as qualified is higher than the percentage of Hispanic Males in both the EEOC NCLF and the NAVFAC NCLF. When the number of Hispanic Males that self-ranked as qualified is compared to the total number of individuals that self-ranked as qualified, their percentage (7.31%) remains higher than the EEOC and NAVFAC NCLF.

There were a total of 32,574 applicants who were referred to the hiring official during the reporting period. There were 1,741 Hispanic Male applicants that were referred, representing 13.53% of all applicants referred that self-identified their race/ethnicity and gender. The percentage of Hispanic Males referred is greater than the percentage of Hispanic Males in the EEOC NCLF and the NAVFAC NCLF. However, when the number of Hispanic Males is compared to all individuals referred, the percentage of Hispanic Males referred (5.34%) remains higher than the EEOC NCLF, but is lower than the NAVFC NCLF.

There were a total of 2,751 individuals selected for NAVFAC positions during the reporting period. One hundred and twenty-seven selectees were Hispanic Males, representing 12.61% of all applicants who self-identified. The percentage of selectees that self-identified as Hispanic Males was higher than both the EEOC NCLF and the NAVFAC NCLF. When the percentage of Hispanic Males selectees is compared to all selectees the percentage of individuals that self-identified as Hispanic Males was 4.27%, which is below the percentage of Hispanic Males in both the EEOC NCLF and the NAVFAC NCLF.

The information above suggests that NAVFAC has a high participation rate of Hispanic Males in its applicant pool. However, the percentage of Hispanic Males referred and subsequently selected, when compared to all applicants, suggest a potential low participation of Hispanic Males who are referred and selected.

The analysis of applicant flow data was further refined to examine Hispanic Male applicants in the NAVFAC major occupations and occupations identified in the NAVFAC FY 2015 hiring strategy.

The table below shows that Hispanic Males are represented in each phase of the

hiring process (applied, qualified, referred, and selected) provided in the applicant flow data. The table below also compares the occupational CLF to the percentage of Hispanic Males in each stage of the application process. Please note, that the numbers selected may be larger than the numbers hired. The number accession and selected number differ due to a selectee turning down an offer.

**Hispanic Males Applicant Flow Data for NAVFAC Major Occupations and Series Identified in the FY 2015 NAVFAC Hiring Strategy**

Major Occupations Series		Applied	Qualified	Referred	Selected	Occupational CLF
Management and Program Analyst (343)	#	209	132	62	2	
	%	6.67%	5.62%	4.42%	3.07%	2.50%
General Engineering (801)	#	268	155	86	8	
	%	8.18%	6.57%	4.45%	5.51%	4.00%
Engineering Technician (802)	#	326	176	85	4	
	%	9.71%	7.58%	4.87%	2.96%	7.00%
Architecture (808)	#	105	59	38	3	
	%	8.59%	7.05%	5.51%	6.12%	4.58%
Civil Engineering (810)	#	130	69	31	5	
	%	8.58%	6.77%	4.00%	4.67%	4.02%
Environmental Engineering (819)	#	62	24	17	1	
	%	4.20%	2.43%	2.14%	1.29%	2.92%
Mechanical Engineering (830)	#	104	63	27	2	
	%	9.15%	9.40%	5.72%	3.12%	3.70%
General Business and Industry (1101)	#	305	164	91	3	
	%	7.80%	6.05%	4.68%	2.40%	2.86%
Contracting (1102)	#	269	158	114	2	
	%	5.64%	4.24%	3.66%	1.48%	3.40%
Information Technology Management (2210)	#	340	187	126	4	
	%	11.49%	8.75%	7.69%	7.14%	5.30%

Hiring Strategy Series (not included above)		Applied	Qualified	Referred	Selected	
Community Planning (0020)	#	188	107	61	1	
	%	9.06%	7.72%	6.28%	1.29%	3.20%
Facility Operations Services (1640)	#	152	88	52	3	
	%	9.95%	8.05%	5.91%	7.31%	2.86%

When the percentage of Hispanic Males applicants, in the NAVFAC major occupations and in the series targeted in the FY 2015 NAVFAC Strategic Hiring Plan, are compared to the occupational NCLF, all of the occupational series show a high participation rate of Hispanic Male applicants.

When the percentage of Hispanic Males selectees, in the NAVFAC major occupations and in the series targeted in the FY 2015 NAVFAC Strategic Hiring Plan, are compared to the occupational NCLF, a number of series show a high participation rate of Hispanic Male selectees. These series are as follows:

- Management and Program Analyst
- General Engineering
- Architecture
- Civil Engineering
- Information Technology Management
- Facility Operations Services

Hispanic selectees have a low participation rate in the following series:

- Engineering Technician
- Environmental Engineering
- Mechanical Engineering
- General Business and Industry
- Contracting
- Community Planning

## Conclusion

The 2015 reporting period barrier analysis shows that the Hispanic Male workforce has a low participation in the NAVFAC population. However, the participation rate of Hispanic Males has increased in each of the last five reporting periods. Hispanic Males participation in the engineering major occupations is greater than the occupational NCLF. In most all non-engineering NAVFAC major occupations Hispanic Males have a low participation rate with the exception of the General Business and Industry series.

The applicant flow data show that Hispanics are applying for NAVFAC positions. The applicant flow data suggest that Hispanic Males have a potential low participation rate of applicants referred and selected for NAVFAC positions. Hispanic Males applicants are represented above the occupational NCLF in all of the identified major occupation series and the NAVFAC FY 2015 hiring strategy. Hispanic Males are selected above the occupational NCLF, in the NAVFAC major occupations and the series identified in the FY 2015 hiring strategy, in 50% percent of those series. Hispanic Males are applying for positions above the appropriate comparator group, but in many cases are selected at rates lower than what the comparator would suggest. This analysis indicates that additional investigation into the selection process is required.

In the 2016 reporting period an analysis should be conducted to determine if there are any policies, practices or procedures in place that is limiting equal employment opportunity of Hispanic Males in the application process that is leading to low selection rates.

## Hispanic Females

The table below shows the number and percentage of Hispanic Females in the NAVFAC population, the percentage of Hispanic Females in the NCLF provided by the EEOC, and the NAVFAC NCLF.

Hispanic Female Participation Rate			
Total Number	Percentage	EEOC NCLF	NAVFAC NCLF
268	1.83%	4.80%	3.41%

A review of the table above shows that 1.83% of the NAVFAC workforce, at

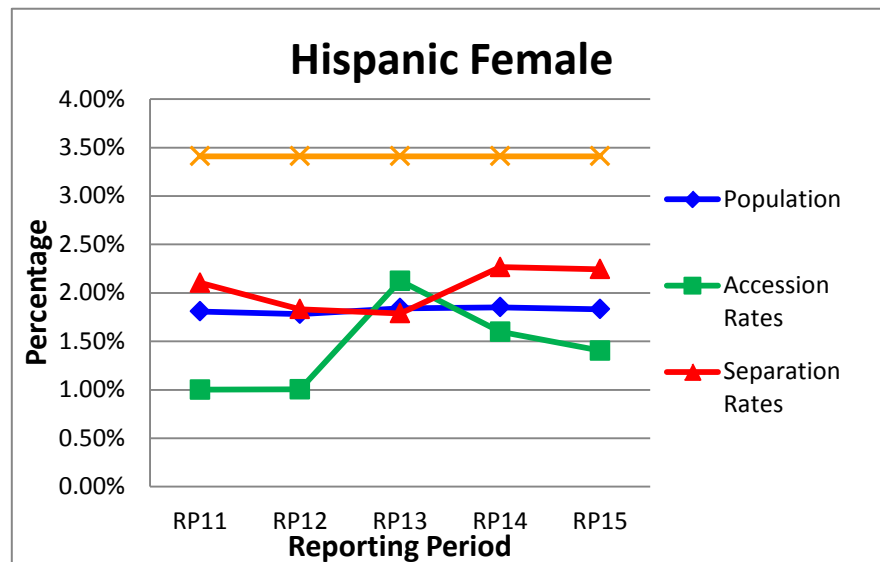
the end of the reporting period, was Hispanic Females. The participation rate of Hispanic Females is below both the EEOC NCLF of 4.80% and the NAVFAC NCLF of 3.41%.

The newly developed NAVFAC NCLF revealed that the percentage of Hispanic Females in the series within the NAVFAC workforce is lower than in the EEOC NCLF, which includes all occupations in the United States. The data above shows that the low participation rate of Hispanic Females is less using the NAVFAC NCLF. The identified trigger from the NAVFAC FY 2014 EEO Program Status Report remains; indicating that additional analysis is required.

### Accessions and Separations

The table and chart below shows that participation rate, accession rate, and separation rates of Hispanic Females from reporting period 2011 through 2015.

Hispanic Female Accession and Separation Rates				
Reporting Period	Population	Accession Rates	Separation Rates	NAVFAC National Civilian Labor Force
RP 2011	1.81%	1.00%	2.10%	3.41%
RP 2012	1.78%	1.00%	1.83%	3.41%
RP 2013	1.84%	2.12%	1.79%	3.41%
RP 2014	1.85%	1.60%	2.27%	3.41%
RP 2015	1.83%	1.40%	2.25%	3.41%



The data above show that over the last five reporting periods the participation rate of Hispanic Females has fluctuated during each of the reporting periods and has remained below the NCLF.

The accession and separation rates, over the past five reporting periods, were reviewed. Overall the separation rate has exceeded the accession rate in four out of the five reporting periods. A more detailed review showed the following:

- In RP 2011 there was a higher rate of separations than accessions
- In RP 2012, there was no change in the rate of accessions and there was a decrease in separations with a higher rate of separations than accessions
- In RP 2013, there was an increase in accessions and a decrease in separations with a higher rate of accessions than separations
- In RP 2014 there was decrease in accessions and an increase in separations with a higher rate of separations than accessions
- In RP 2015 there was a decrease in both accessions and separations with a higher rate of separations than accessions
- The separation rates were higher than the accession rates in RP 2011, 2012, 2014 and RP 2015
- The accession rates were higher than the separation rates in RP 2013.

NAVFAC conducted an accession and separation Nature of Action (NOA) and legal authority analysis. The analysis did not reveal any significant information regarding the accessions are separations of Hispanic Females.

In January 2015 the Merit Systems Protection Board (MSPB) released a report entitled “The Impact of Recruitment Strategy on Fair and Open Competition For Federal Jobs.” The MSPB report stated that in the year 2000 43% of new hires into the federal government were female, by the year 2012 that percentage had dropped to 37%. The report stated that the methods used to hire new employees in 2012 resulted in a greater proportion of males than females entering the Federal workforce. The disparity was most notable when the Veterans Employment Opportunity Act (VEOA) and the Veterans Recruitment Appointment (VRA) hiring authorities were used. The NOA analysis revealed that when the VEOA, VRA, or 30% disabled veterans hiring authorities were use, males accounted for 87% of the selections. Hispanic Females only accounted for 1.9% of hires when the above mentioned hiring authorities were used.

### **Major Occupations**

As part of the barrier analysis of the Hispanic Female workforce a review of



Hispanic Female participation in the NAVFAC major occupations was conducted.

Below is a table with the number and percentage of Hispanic Females in each of the NAVFAC major occupations.

<b>Participation of Hispanic Females in the NAVFAC Major Occupations</b>			
Major Occupations	Number of Individuals	Percentage	Occupational NCLF
Management and Program Analyst (343)	29	6.94%	2.10%
General Engineering (801)	4	0.62%	0.70%
Engineering Technician (802)	3	0.30%	1.60%
Architecture (808)	4	1.13%	1.68%
Civil Engineering (810)	5	0.83%	0.91%
Environmental Engineering (819)	11	2.20%	0.89%
Mechanical Engineering (830)	3	0.76%	0.40%
General Business and Industry (1101)	9	1.57%	5.87%
Contracting (1102)	38	4.40%	3.80%
Information Technology Management (2210)	13	3.46%	2.10%

Hispanic Females are represented in all of the NAVFAC major occupations; however, they have a low participation rate in the following series:

- General Engineering
- Engineering Technician
- Architecture
- Civil Engineering
- General Business and Industry

Hispanic Females have a high participation rate in the following series:

- Management and Program Analyst
- Environmental Engineering
- Mechanical Engineering
- Contracting
- Information Technology

### Hiring in NAVFAC Major Occupations

The table below shows the NAVFAC major occupations and the percentage of Hispanic Females hired in each of those occupations. The percentages are compared to the occupational NCLF for each series.

Hispanic Female Hires in RP 2015 NAVFAC Major Occupations			
Series	Number of Hires	Percentage of Hires	Occupational NCLF
Management and Program Analysis (343)	3	11.53%	2.10%
General Engineering (801)	0	0.00%	0.70%
Engineering Technician (802)	0	0.00%	1.60%
Architecture (808)	0	0.00%	1.68%
Civil Engineering (810)	1	1.42%	0.91%
Environmental Engineering (819)	0	0.00%	0.89%
Mechanical Engineering (830)	0	0.00%	0.40%
General Business and Industry (1101)	1	2.27%	5.87%
Contacting (1102)	6	6.89%	3.80%
Information Technology Management (2210)	0	0.00%	2.10%

In six out of the 10 NAVFAC major occupations there were no Hispanic Females hires. Out of the four major occupations with hires, only three had a percentage of Hispanic Females Hires greater than their participation rate in the

occupational NCLF.

### **Hiring Strategy**

The table below shows the ten major series that were focused on in the FY15 NAVFAC hiring strategy and the percentage of Hispanic Females hired in each of those series. The percentages are compared to the occupational NCLF for each series. The numbers hired may be less than the numbers selected, because not everyone who was selected accepted the offer and therefore are not counted in the hired category.

<b>Hispanic Female Hires in RP 2015 NAVFAC Hiring Strategy Targeted Series</b>			
Series	Number of Hires	Percentage of Hires	Occupational NCLF
Community Planning (0020)	1	6.25%	3.20%
Management and Program Analysis (343)	3	11.53%	2.10%
General Engineering (801)	0	0.00%	0.70%
Engineering Technician (802)	0	0.00%	1.60%
Civil Engineering (810)	1	1.42%	0.91%
Environmental Engineering (819)	0	0.00%	0.89%
Mechanical Engineering (830)	0	0.00%	0.40%
General Business and Industry (1101)	1	2.27%	5.87%
Contacting (1102)	6	6.89%	3.80%
Facility Operations Services (1640)	0	0.00%	2.86%

No hires were made in five of the ten series identified above. In four series, the percentage of Hispanic Females was greater than the participation rate of Hispanic Females in the Occupational NCLF.

Overall there was a low rate of hiring of Hispanic Females in NAVFAC when compared to the appropriate NCLF. A factor that may lead to low hiring is the number of Hispanic Females that applied to NAVFAC positions during the reporting period.

### **Applicant Flow Data**

The table below provides the number and percentage of Hispanic Females by stage in the application process.

<b>Hispanic Female Applicant Flow Numbers and Percentage by Stage of Application Process</b>					
Stage in Process	Number	Percentage of Applicants that Self-Identified	Percentage of All Applicants	EEOC NCLF	NAVFAC NCLF
Applied	1,806	4.01%	2.68%	4.80%	3.41%
Qualified	1,050	4.15%	2.29%	4.80%	3.41%
Referred	517	4.02%	1.59%	4.80%	3.41%
Selected	32	3.18%	1.16%	4.80%	3.41%

As stated above there were a total of 67,308 applicants to NAVFAC positions during the reporting period. Out of the 67,308 applicants, 45,075 self-identified their race/ethnicity and gender. There were 1,806 Hispanic Females that self-identified their race/ethnicity and gender, accounting for 4.01% of all self-identifying applicants. The percentage of Hispanic Female applicants is lower than the EEOC NCLF, but higher than the NAVFAC NCLF. When compared to all individuals that applied, the percentage of Hispanic Female applicants was 2.68%. The applicant rate for Hispanic Female is not like that of Hispanic Males applicant rate in that Hispanic Males even when compared to all applicants have a higher participation rate than the EEOC or NAVFAC NCLF. Hispanic Females are below the EEOC and NAVFAC NCLF in all stages in the applicant flow data when they are compared to all individuals that applied, self-rated as qualified, referred and selected.

The applicant flow data shows that of those who applied to NAVFAC positions during the reporting period, there were a total of 45,850 applicants that self-rated themselves as qualified. There were 1050 (4.15%) Hispanic Female

applicants that self-rated themselves as qualified. The percentage of Hispanic Females that self-rated as qualified is lower than the percentage of Hispanic Females in the EEOC NCLF, but higher than the NAVFAC NCLF.

There were a total of 32,574 applicants who were referred to the hiring official during the reporting period. There were 517 Hispanic Female applicants that were referred, representing 4.02% of all applicants referred that self-identified their race/ethnicity and gender. The percentage of Hispanic Females referred is less than the percentage of Hispanic Females in the EEOC NCLF, but greater than the NAVFAC NCLF.

The applicant flow data shows that there were a total of 2,751 individuals selected for NAVFAC positions during the reporting period. Thirty-Two selectees were Hispanic Females, representing 3.18% of all applicants who self-identified. The percentage of selectees that self-identified as Hispanic Females was lower than both the EEOC NCLF and the NAVFAC NCLF.

The applicant flow data revealed that in comparison to the NAVFAC NCLF, when Hispanic Females are compared to those individuals that self-identified they have a high participation rate in each stage of the application process until the selected stage.

The analysis of applicant flow data was further refined to examine Hispanic Female applicants in the NAVFAC major occupations and occupations identified in the NAVFAC FY 2015 hiring strategy.

The table below shows that Hispanic Females are represented in each phase of the hiring process (applied, qualified, referred, and selected) provided in the applicant flow data. The table below also compares the occupational CLF to the percentage of Hispanic Females in each stage of the application process. Please note, that the numbers selected may be larger than the numbers hired. The number accession and selected number differ due to a selectee turning down an offer.

<b>Hispanic Females Applicant Flow Data for NAVFAC Major Occupations and Series Identified in the FY 2015 NAVFAC Hiring Strategy</b>						
Major Occupations Series		Applied	Qualified	Referred	Selected	Occupational CLF
Management	#	156	117	63	3	

	and Program Analyst (343)	%	4.98%	4.98%	4.48%	4.61%	2.10%
	General Engineering (801)	#	51	32	11	1	
		%	1.55%	1.35%	0.56%	0.68%	0.70%
	Engineering Technician (802)	#	29	12	2	0	
		%	9.71%	7.58%	4.87%	0.00%	1.60%
	Architecture (808)	#	16	8	5	0	
		%	1.31%	0.95%	0.72%	0.00%	1.68%
	Civil Engineering (810)	#	25	18	5	1	
		%	1.65%	1.76%	0.64%	0.93%	0.91%
	Environmental Engineering (819)	#	31	17	9	1	
		%	2.10%	1.72%	1.13%	1.29%	0.89%
	Mechanical Engineering (830)	#	8	6	5	0	
		%	0.70%	0.89%	1.05%	0.00%	0.40%
	General Business and Industry (1101)	#	153	85	37	1	
		%	3.91%	3.13%	1.90%	0.80%	5.87%
	Contracting (1102)	#	219	153	103	3	
		%	4.59%	4.10%	3.31%	2.22%	3.80%
	Information Technology Management (2210)	#	39	23	13	0	
		%	1.31%	1.07%	0.79%	0.00%	2.10%
	Hiring Strategy Series (not included above)		Applied	Qualified	Referred	Selected	
	Community Planning (0020)	#	72	35	24	2	
		%	3.47%	2.52%	2.47%	2.59%	3.20%
	Facility Operations Services (1640)	#	16	9	3	0	
		%	1.04%	0.82%	0.34%	0.00%	2.86%
	When the percentage of Hispanic Females applicants, in the NAVFAC major						

occupations and in the series targeted in the FY 2015 NAVFAC Strategic Hiring Plan, are compared to the occupational NCLF, the following occupational series show a high participation rate of Hispanic Female applicants:

- Management and Program Analyst
- General Engineering
- Engineering Technician
- Civil Engineering
- Environmental Engineering
- Mechanical Engineering
- Contracting
- Community Planning

The following occupational series show a low participation rate of Hispanic Female applicants:

- Architecture
- General Business and Industry
- Information Technology Management
- Facility Operations Services

When the percentage of Hispanic Female selectees, in the NAVFAC major occupations and in the series targeted in the FY 2015 NAVFAC Strategic Hiring Plan, are compared to the occupational NCLF, the following series show a high participation rate of Hispanic Female selectees:

- Management and Program Analyst
- Civil Engineering
- Environmental Engineering

Hispanic Female selectees have a low participation rate in the following series:

- General Engineering
- Engineering Technician
- Architecture
- Mechanical Engineering
- General Business and Industry
- Contracting
- Information Technology Management
- Community Planning

	<ul style="list-style-type: none"> <li>• Facility Operations Services</li> </ul> <p>The information above shows that Hispanic Females are apply at higher rates in a majority of NAVFAC major occupations but are not being selected, when compared to the occupational NCLF.</p> <p><b>Conclusion</b></p> <p>The 2015 reporting period barrier analysis shows that the Hispanic Female workforce has a low participation in the NAVFAC population. The participation rate of Hispanic Females has remained relatively constant over the last five reporting periods.</p> <p>The applicant flow data show that Hispanics are applying for NAVFAC positions, when compared to individuals that self-identified their race and gender; however the selection rate of Hispanic Females is below both the EEOC and NAVFAC NCLF. Out of the 12 occupational series either designated as NAVFAC major occupations or identified in the NAVFAC FY 2015 Hiring Strategy, Hispanic Females are represented above the occupational NCLF in eight series, including all of the engineering series. However, the selection rate of Hispanic Females is below the occupational NCLF in the majority of NAVFAC major occupation and the series identified in the NAVFAC 2015 Hiring Strategy. This analysis indicates that additional investigation into the selection process is required.</p> <p>In the 2016 reporting period an analysis should be conducted to determine if there are any policies, practices or procedures in place that is limiting equal employment opportunity of Hispanic Females in the application process that is leading to low selection rates.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy,</p>	<p>To date no policy, practice or procedure has been identified as a barrier resulting in the low participation rate of Hispanic Males and Females.</p>



procedure or practice that has been determined to be the barrier of the undesired condition.	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Conducted additional analysis to determine if there are any policies, practices or procedures in place that is limiting equal employment opportunity of Hispanic Males and Females in the application process that is leading to low selection rates.
<b>RESPONSIBLE OFFICIAL:</b>	Command Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), DCHR, HRDs, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, NAVFAC and FEC senior leadership, supervisors and managers, and employees.
<b>DATE OBJECTIVE INITIATED:</b>	1 November 2015
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	30 June 2016

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		<b>TARGET DATE (Must be specific)</b>

1. NAVFAC Commands will develop their strategy for conducting barrier analysis during the 2016 reporting period. Strategy will be submitted to the NAVFAC AEP Manager.	6 November 2015
2. NAVFAC AEP Manager will hold a Hispanic Male and Female Barrier Analysis kick-off meeting and a mid-term meeting via teleconference with all the NAVFAC Commands. The expected barrier analysis will reflect the enterprise-wide analysis above but with a command specific focus.	14 January 2016 (kick-off meeting)  17 February 2016 (Mid-term meeting)
3. NAVFAC Commands will provide the NAVFAC AEP Manager an update on the status of their barrier analysis efforts and their completed analysis (Part I) at the end of the Hispanic Males and Female Barrier Analysis review period.	Update #1 (3 February 2016) Update #2 (2 March 2016) Completed Analysis (16 March 2016)
4. NAVFAC CDEEO and AEP Manager will evaluate Command's barrier analysis accomplishments and provide feedback.	7 April 2016
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

<b>EEOC FORM 715-01 PART I</b>	<b><i>U.S. Equal Employment Opportunity Commission</i></b> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>(NAVFAC)</b>		<b>Reporting Period 2016 Plan 1-2 (White Females)</b>
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A</b>	NAVFAC continues to have a low participation rate of White Females.  Based on a review of the workforce data tables (table A1) the participation of White Females in the NAVFAC workforce is 13.77%, whereas the National Civilian Labor Force (NCLF) for White Females is 34.00% and the NAVFAC NCLF is 28.76%.	

<p><b>POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>NAVFAC’s barrier analysis efforts, during the 2015 reporting period (RP), have focused on examining potential issues impacting the participation rate of White Females in the workforce.</p> <p>The initial step in this process was to establish an appropriate comparator to use as a benchmark. The Equal Employment Opportunity Commission’s (EEOC) Management Directive 715 instructs agencies to compare their populations to the National Civilian Labor Force (NCLF). In previous years, NAVFAC used the NCLF provided by the EEOC to determine where there was a difference between the percentage of White Females in the NAVFAC workforce and the NCLF. If the percentage of White Females in the NAVFAC population was lower than the percentage of White Females in the NCLF, it was determined that there was a low participation rate of White Females in the NAVFAC workforce. Low participation “triggers” the need to conduct an analysis or study to determine if there are any practices, policies, or procedures that limit or tend to limit equal employment opportunity for specific groups.</p> <p>The NCLF provided by the EEOC is not the best comparator to use to determine if low participation exist for White Females in the NAVFAC workforce because the NCLF includes all occupations in the civil labor force, some of which are not present in the NAVFAC workforce. Therefore, a NAVFAC NCLF was created to determine if the low participation identified in the NAVFAC FY 2014 EEO Program Status Report existed when a command specific NCLF is used. The process used to develop the NAVFAC NCLF was as follows:</p> <ul style="list-style-type: none"> <li>• All of the series within the NAVFAC population were identified. NAVFAC workforce data from HR Link showed that NAVFAC employees were in 197 series.</li> <li>• The EEOC’s Federal Sector Occupation Cross Classification Table was used to determine the United States Census Occupations codes for each of the 197 series in the NAVFAC population.</li> <li>• The EEO Tabulations from the United States Census Bureau’s</li> </ul>

American Community Survey were used to obtain the occupation specific NCLF data for each of the 122 Census Occupations in the NAVFAC workforce.

- All of the occupation NCLF data was aggregated to create the NAVFAC NCLF

The table below shows the number and percentage of White Females in the NAVFAC population, the percentage of White Females in the NCLF provided by the EEOC, and the NAVFAC NCLF.

White Female Participation Rate			
Total Number	Percentage	EEOC NCLF	NAVFAC NCLF
2,015	13.77%	34.00%	28.76%

A review of the table above shows that 13.77% of the NAVFAC workforce, at the end of the reporting period, was White Females. The participation rate of White Females is below both the EEOC NCLF of 34.00% and the NAVFAC NCLF of 28.76%.

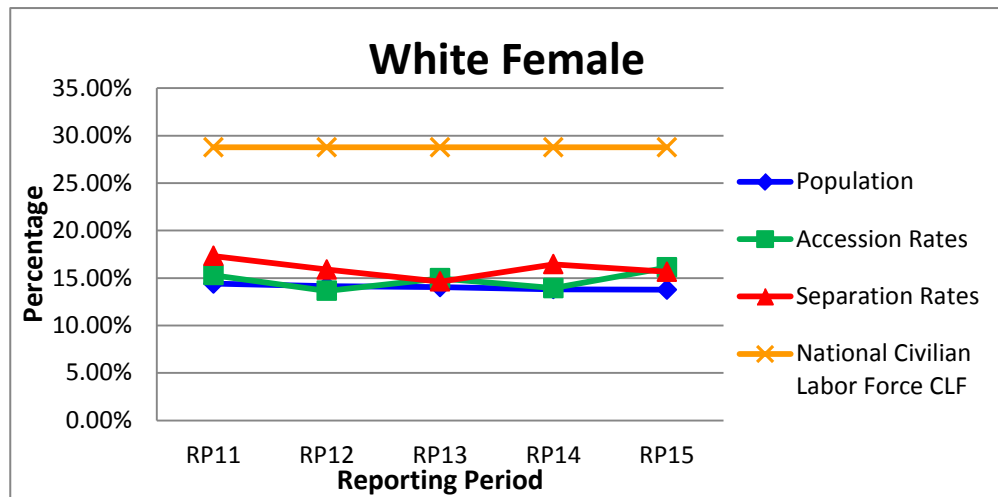
The newly developed NAVFAC NCLF revealed that the percentage of White Females in the series within the NAVFAC workforce is lower than in the EEOC NCLF, which includes all occupations in the United States. The data above shows that the low participation rate of White Females is less when using the NAVFAC NCLF. The identified trigger from the NAVFAC FY 2014 EEO Program Status Report remains; indicating that additional analysis is required.

## Accessions and Separations

The second step in NAVFAC's barrier analysis was to examine the participation rate, accession rate and separation rate of White Females over the last five reporting periods.

The table and chart below shows that participation rate, accession rate, and separation rates of White Females from reporting period 2011 through 2015.

White Female				
Reporting Period	Population	Accession Rates	Separation Rates	National Civilian Labor Force CLF
RP11	14.40%	15.29%	17.33%	28.76%
RP12	14.14%	13.64%	15.89%	28.76%
RP13	14.04%	14.96%	14.63%	28.76%
RP14	13.81%	13.93%	16.45%	28.76%
RP15	13.77%	16.11%	15.65%	28.76%



The data above show that over the last five reporting periods the participation rate of White Females has decreased during each of the reporting periods and is below the NAVFAC NCLF.

The accession and separation rates, over the past five reporting periods, were reviewed. Overall the separation rate has exceeded the accession rate in three out of the five reporting periods. A more detailed review showed the following:

- In RP 2011 there was a higher rate of separations than accessions
- In RP 2012, there was decrease in both accessions and separations

	<p>with a higher rate of separations than accessions</p> <ul style="list-style-type: none"> <li>• In RP 2013, there was an increase in both accessions and separations with a higher rate of accessions than separations</li> <li>• In RP 2014 there was decrease in accessions and an increase in separations with a higher rate of separations than accessions</li> <li>• In RP 2015 there was an increase in accessions and a decrease in separations with a higher rate of accessions than separations</li> <li>• The separation rates were higher than the accession rates in RP 2011, RP 2012, and RP 2014</li> <li>• The accession rates were higher than the separation rates in RP 2013 and RP 2015.</li> </ul> <p>NAVFAC conducted an accession and separation Nature of Action (NOA) and legal authority analysis. The analysis did not reveal any significant information regarding the accessions are separations of Hispanic Females.</p> <p>In January 2015 the Merit Systems Protection Board (MSBP) released a report entitled “The Impact of Recruitment Strategy on Fair and Open Competition For Federal Jobs.” The MSPB report stated that in the year 2000 43% of new hires into the federal government were female, by the year 2012 that percentage had dropped to 37%. The report stated that the methods used to hire new employees in 2012 resulted in a greater proportion of males than females entering the Federal workforce. The disparity was most notable when the Veterans Employment Opportunity Act (VEOA) and the Veterans Recruitment Appointment (VRA) hiring authorities were used. The NOA analysis revealed that when the VEOA, VRA, or 30% disabled veterans hiring authorities were use, males accounted for 87% of the selections. White Females only accounted for 9.6% of hires when the above mentioned hiring authorities were used.</p>
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## Major Occupations

As part of the barrier analysis of the White Female workforce a review of White Female participation in the NAVFAC major occupations was conducted.

Below is a table with the number and percentage of White Females in each of the NAVFAC major occupations.

Participation of White Females in the NAVFAC Major Occupations			
Major Occupations	Number of Individuals	Percentage	Occupational NCLF
Management and Program Analyst (343)	144	34.45%	32.70%
General Engineering (801)	54	8.33%	7.90%
Engineering Technician (802)	42	4.14%	12.90%
Architecture (808)	57	16.06%	19.56%
Civil Engineering (810)	55	9.08%	9.11%
Environmental Engineering (819)	100	19.96%	19.13%
Mechanical Engineering (830)	38	9.60%	5.70%
General Business and Industry (1101)	103	17.98%	43.84%
Contracting (1102)	281	32.52%	41.70%
Information Technology Management (2210)	47	12.50%	21.10%

White Females are represented in all of the NAVFAC major occupations; however, they have a low participation rate in the following series:

- Engineering Technician
- Architecture
- Civil Engineering
- General Business and Industry
- Contracting
- Information Technology Management

White Females have a high participation rate in the following series:

- Management and Program Analyst
- General Engineering
- Environmental Engineering
- Mechanical Engineering

The information above indicates that White Females have a high participation rate in three of the four engineering major occupations, and the only engineering occupation females have low participation (i.e. civil engineering) they are practically at the NCLF (9.08% in the NAVFAC population compared to 9.11% in the occupational NCLF). White Females predominately have low participation in the non-engineering major occupations.

#### Hiring in NAVFAC Major Occupations

The table below shows the NAVFAC major occupations and the percentage of White Females hired in each of those occupations. The percentages are compared to the occupational NCLF for each series.

<b>White Female Hires in RP 2015 NAVFAC Major Occupations</b>			
Series	Number of Hires	Percentage of Hires	Occupational NCLF
Management and Program Analysis (343)	8	30.76%	32.70%
General Engineering (801)	2	7.40%	7.90%
Engineering Technician (802)	2	3.77%	12.90%
Architecture (808)	2	10.52%	19.56%
Civil Engineering (810)	8	11.42%	9.11%
Environmental Engineering (819)	9	25.71%	19.13%
Mechanical Engineering (830)	4	12.90%	5.70%
General Business and Industry (1101)	4	9.09%	43.84%
Contacting (1102)	29	33.33%	41.70%
Information	9	20.93%	21.10%



	Technology Management (2210)			
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White Females are represented in each of the ten NAVFAC major occupations. White Females applicant participation rate is high in four of the ten NAVFAC major occupations and low in the other six, when compared to the occupational NCLF. Three of the four major occupations with a high participation rate of applicants are in the engineering series. These series are:

- Civil Engineering
- Mechanical Engineering
- Environmental Engineering

The fourth major occupation with a high representation of White Females is the General Business and Industry occupational series.

**Hiring Strategy**

During the reporting period, NAVFAC initiated a hiring strategy to grow the civilian workforce after two years that included a hiring freeze, sequestration, furloughs, workforce shaping events, and cost-saving initiatives. The guiding principle in the hiring strategy is, “following merit principles, recruit a diverse civilian workforce that brings a wide variety of backgrounds and educational, work and life experiences to NAVFAC to improve our performance.” In FY 2015 there has been a focus on the mechanisms (i.e. bundled hiring, shared registers, etc.) used to bring people aboard.

The 2015 NAVFAC Hiring Strategy identified ten series. The table below shows the ten major series that were focused on in the FY15 NAVFAC hiring strategy and the percentage of White Females hired in each of those series. The percentages are compared to the occupational NCLF for each series. The numbers hired may be less than the numbers selected, because not everyone who was selected accepted the offer and therefore are not counted in the hired category.

<b>White Female Hires in RP 2015 NAVFAC Hiring Strategy Targeted Series</b>			
Series	Number of Hires	Percentage of Hires	Occupational NCLF
Community Planning (0020)	6	37.50%	3.20%
Management and Program Analysis (343)	8	30.76%	32.70%
General Engineering (801)	2	7.40%	7.90%
Engineering Technician (802)	2	3.77%	12.90%
Civil Engineering (810)	8	11.42%	9.11%
Environmental Engineering (819)	9	25.71%	19.13%
Mechanical Engineering (830)	4	12.90%	5.70%
General Business and Industry (1101)	4	9.09%	43.84%
Contacting (1102)	29	33.33%	41.70%
Facility Operations Services (1640)	1	8.33%	2.86%

The table above shows that White Females were hired in each of the NAVFAC FY 2015 Hiring Strategy targeted series. The percentage of White Females hired in the ten series identified in the FY 2015 Hiring Strategy was high in five of the ten series, when compared to the occupational NCLF. Three series with a high rate of hiring were in the engineering occupational series. The series with high participation rate hires were as follows:

- Community Planning
- Civil Engineering
- Environmental Engineering
- Mechanical Engineering
- Facility Operations Services

The series with low participation rate hires where as follows:

- Management and Program Analysis
- General Engineering
- Engineering Technician
- General Business and Industry
- Contacting

Overall there was a low rate of hiring White Females in NAVFAC when compared to the appropriate NCLF. A factor that may lead to low hiring is the number of White Females that applied to NAVFAC positions during the reporting period.

#### **Applicant Flow Data**

Applicant flow data from OPM was available for the 2015 reporting period. When individuals apply to a position through USAJOBS they are provided the opportunity to voluntarily self-identify their whether they have a disability. The data identifies how many people, by race/ethnicity and gender, applied for positions. Data is also provides on how many individuals self-ranked as qualified based on their answers to the qualification and eligibility questions during the application process. Information is provided on the number of individual who were determined to be qualified (or best qualified) by an HR specialist and actually referred to the hiring official. Finally data is provided on the number of individuals actually selected for a position, by disability status.

The table below provides the number and percentage of Hispanic Females by stage in the application process.

<b>Hispanic Female Applicant Flow Numbers and Percentage by Stage of Application Process</b>					
Stage in Process	Number	Percentage of Applicants that Self-Identified	Percentage of All Applicants	EEOC NCLF	NAVFAC NCLF
Applied	4,351	9.65%	6.46%	34.00%	28.76%
Qualified	2,658	10.50%	5.80%	34.00%	28.76%
Referred	1,136	8.83%	3.49%	34.00%	28.76%
Selected	103	10.23%	3.75%	34.00%	28.76%

The applicant flow data showed that there were a total of 67,308 applicants to NAVFAC positions during the reporting period. Not all individuals that applied self-identified their race/ethnicity and gender. Out of the 67,308 applicants, 45,075 self-identified their race/ethnicity and gender, which represents 67% of all applicants. There were 4,351 White Females that self-identified their race/ethnicity and gender, accounting for 9.65% of all self-identifying applicants. The applicant flow data showed that there were 726 Females that did not identify their race/ethnicity. Assuming that all those Females applicants that did not identify their race/ethnicity were White Females, their participation rate for applicants would equal 11.26%. The EEOC instructs agencies to compare their applicant flow data to the relevant civilian labor force and to evaluate the information against its recruitment plans and efforts. From an enterprise perspective the relevant civilian labor force is the NCLF. The percentage of White Female applicants is lower than both the EEOC NCLF and the NAVFAC NCLF.

The data showed that of those who applied to NAVFAC positions during the reporting period, there were a total of 45,850 applicants that self-rated themselves as qualified. There were 2,658 (10.50%) White Female applicants that self-rated themselves as qualified. The percentage of White Females that self-rated as qualified is lower than the percentage of White Females in both the EEOC NCLF and the NAVFAC NCLF. When the number of White Females that self-ranked as qualified is compared to the total number of individuals that self-ranked as qualified, their percentage remains lower than the EEOC NCLF and the NAVFAC NCLF.

There were a total of 32,574 applicants who were referred to the hiring official during the reporting period. There were 1,136 White Female applicants that

were referred, representing 8.83% of all applicants referred that self-identified their race/ethnicity and gender. The percentage of White Females referred is less than the percentage of White Females in both the EEOC NCLF and the NAVFAC NCLF. The applicant flow data showed that there were 168 Females that did not identify their race/ethnicity. Assuming that all those Females applicants that did not identify their race/ethnicity were White Females, the participation rate for White Female referrals would equal 10.13%.

The applicant flow data shows that there were a total of 2,751 individuals selected for NAVFAC positions during the reporting period. One hundred and three selectees were White Females, representing 10.23% of all applicants who self-identified. As above, assuming that all Females that did not self-identify a race/ethnicity were White Females, the participation rate of White Female selectees would equal 11.52%. The percentage of selectees that self-identified as White Females was lower than both the EEOC NCLF and the NAVFAC NCLF.

The information above suggests that NAVFAC has a low participation rate of White Females in its applicant pool. At each stage of the applicant flow process detailed in the applicant flow data, White Females have a low participation rate compared to the NCLF.

The analysis of applicant flow data was further refined to examine White Female applicants in the NAVFAC major occupations and occupations identified in the NAVFAC FY 2015 hiring strategy.

The table below shows that White Females are represented in each phase of the hiring process (applied, qualified, referred, and selected) provided in the applicant flow data. However, White Females are not represented in one of the major occupational series in the selection phase. The table also compares the occupational CLF to the percentage of White Females in each of the hiring process. Please note, that the numbers selected may be larger than the numbers hired. The number accession and selected number differ due to a selectee turning down an offer.

White Females Applicant Flow Data for NAVFAC Major Occupations and Series Identified in the FY 2015 NAVFAC Hiring Strategy						
Major Occupations Series		Applied	Qualified	Referred	Selected	Occupational CLF
Management and Program Analyst (343)	#	331	254	96	6	
	%	10.57%	10.82%	6.85%	9.23%	32.70%
General Engineering (801)	#	130	84	53	7	
	%	3.97%	3.56%	2.74%	4.82%	7.90%
Engineering Technician (802)	#	70	35	11	3	
	%	2.08%	1.50%	0.63%	2.22%	12.90%
Architecture (808)	#	42	21	17	1	
	%	3.43%	2.51%	2.46%	2.04%	19.56%
Civil Engineering (810)	#	91	60	37	7	
	%	6.01%	5.88%	4.77%	6.54%	9.11%
Environmental Engineering (819)	#	179	98	56	9	
	%	12.14%	9.95%	7.06%	11.68%	19.13%
Mechanical Engineering (830)	#	55	27	12	2	
	%	4.84%	4.02%	2.54%	3.12%	5.70%
General Business and Industry (1101)	#	278	182	74	4	
	%	7.10%	6.71%	3.81%	3.20%	43.84%
Contracting (1102)	#	393	282	164	10	
	%	8.24%	7.56%	5.27%	7.40%	41.70%
Information Technology Management (2210)	#	96	67	39	3	
	%	3.24%	3.13%	2.38%	5.35%	21.10%
Hiring Strategy Series (not included above)		Applied	Qualified	Referred	Selected	
Community	#	214	127	64	7	

Planning (0020)	%	10.32%	9.16%	6.59%	9.09%	3.20%
Facility Operations Services (1640)	#	30	21	8	0	
	%	1.96%	1.92%	0.91%	0.00%	2.86%

When the percentage of White Females applicants, in the NAVFAC major occupations and in the series targeted in the FY 2015 NAVFAC Strategic Hiring Plan, are compared to the occupational NCLF, White Females do not show high participation of applicants in any of the occupational series, with the exception of the Community Planning series.

When the percentage of White Females selectees, in the NAVFAC major occupations and in the series targeted in the FY 2015 NAVFAC Strategic Hiring Plan, is compared to the occupational NCLF, White Females do not show high participation in any of the occupational series, with the exception of the Community Planning series.

Overall, the applicant flow data suggests that White Females are not applying to positions at NAVFAC at the rates that would be expected, when compared to the EEOC NCLF, the NAVFAC NCLF, or the occupational NCLF.

### **Conclusion**

The 2015 reporting period barrier analysis shows that the White Female workforce has a low participation in the NAVFAC population. The participation rate of White Females has steadily decreased in each of the last five reporting periods. The applicant flow data show that White Females are applying for NAVFAC positions at low levels when compared to their participation rate in the relevant NCLF. The low level of participation is present throughout all the stages of the hiring process in the applicant flow data. This analysis indicates that additional investigation into the recruitment process is required.

In the 2016 reporting period an analysis should be conducted to determine if there are any policies, practices or procedures in place that is limiting equal employment opportunity of Hispanic Females in the application process that is leading to low application rates.

<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>To date no policy, practice or procedure has been identified as a barrier resulting in the low participation rate of White Females.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Conducted additional analysis to determine if there are any policies, practices or procedures in place that is limiting equal employment opportunity of White Females in the recruitment process that is leading to low application rates.</p>
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Command Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), DCHR, HRDs, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, NAVFAC and FEC senior leadership, supervisors and managers, and employees.</p>
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>1 November 2015</p>
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>30 June 2016</p>



<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
1. NAVFAC Commands will develop their strategy for conducting barrier analysis during the 2016 reporting period. Strategy will be submitted to the NAVFAC AEP Manager.	6 November 2015	
2. NAVFAC AEP Manager will hold a White Female Barrier Analysis kick-off meeting and a mid-term meeting via teleconference with all the NAVFAC Commands. The expected barrier analysis will reflect the enterprise-wide analysis above but with a command specific focus.	15 March 2016 (kick-off meeting)  14 April 2016 (Mid-term meeting)	
3. NAVFAC Commands will provide the NAVFAC AEP Manager an update on the status of their barrier analysis efforts and their completed analysis (Part I) at the end of the White Female Barrier Analysis review period.	Update #1 (31 March 2016) Update #2 (29 April 2016) Completed Analysis (13 May 2016)	
4. NAVFAC CDEEOO and AEP Manager will evaluate Command's barrier analysis accomplishments and provide feedback.	30 June 2016	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART I</b>	<b><i>U.S. Equal Employment Opportunity Commission</i></b> <b>FEDERAL AGENCY ANNUAL</b> <b>EEO PROGRAM STATUS REPORT</b>	
<b>(NAVFAC)</b>		<b>Reporting Period 2016 Plan 1-3 (Individual with Targeted Disabilities)</b>
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>NAVFAC continues to have a low participation rate of Individuals with Targeted Disabilities (IWTD).</p> <p>Based on a review of the workforce data tables (table B1) the participation of Individuals with Targeted Disabilities (IWTD) in the NAVFAC workforce is 0.58%, whereas the EEOC Goal is 2.0%.</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>NAVFAC's barrier analysis efforts, during the FY 2015 reporting period, have focused on examining workforce data to determine potential issues impacting the participation rate of individuals with targeted disabilities (IWTD) in the workforce.</p> <p><b><u>Workforce Data</u></b></p> <p>The initial step in the barrier analysis was to look at the participation rate of IWTD in the workforce.</p> <p>The table below provides the number and percentage of individuals by disability status over the last five reporting periods.</p>	

Disability Status	DON Goal	2011	2012	2013	2014	2015
IWTB	2.00%	110	110	99	94	85
		0.66%	0.68% ↑	0.64% ↓	0.64% ↓	0.58% ↓
Non-Targeted Disability	N/A	1007	1012	1010	949	943
		6.03%	6.22% ↑	6.48% ↑	6.48% ↓	6.44% ↓
Did Not Identify	N/A	317	301	300	267	289
		1.90%	1.85% ↓	1.92% ↑	1.82% ↓	1.97% ↑
No Disability	N/A	15,269	14,853	14,178	13,327	13,319
		91.41%	91.26% ↓	90.96% ↓	91.05% ↑	91.00% ↓

As seen in the table above, the participation rate of IWTB has fluctuated over the last five reporting periods. Over the last three reporting periods the participation rate has either decreased or remained the same. In the 2015 reporting period the participation rate of IWTB decreased. The participation rate of IWTB in the NAVFAC workforce is far below the 2% goal adopted by the Department of the Navy (DON).

### Accessions and Separations

An examination of accessions and separation data was conducted to determine trends in the accession rates and separation rates of IWTB. During the reporting out of the 1640 accessions into the NAVFAC workforce only four were IWTB.

The table below provides the number of accessions and the accession rates into the NAVFAC workforce by disability status.

Disability Status	Accessions				
	2011	2012	2013	2014	2015
IWTB	13	11	3	3	4
	0.58%	0.92% ↑	0.30% ↓	0.68% ↑	0.30% ↓
Non-Targeted Disability	126	90	84	22	67
	5.64%	7.53% ↑	8.49% ↑	5.02% ↓	4.09% ↓
Did Not Identify	74	15	36	8	67
	3.31%	1.26% ↓	3.64% ↑	1.83% ↓	4.09% ↑
No Disability	2022	1079	866	405	1502
	90.47%	90.29% ↓	87.56% ↓	92.47% ↑	91.59% ↓

The accession rates of IWTB declined during the reporting period, as compared to the 2014 reporting period.

Accession data was analyzed by nature of action (NOA) code and legal

authority. This analysis allows an agency to determine what types of appointments (i.e. career/career conditional appointment, excepted service appointment, non-status appointment, etc.) were made and what legal authorities (i.e. Schedule A, 30% Disabled Veterans Hiring authority, Veterans Employment Opportunity Act (VEOA) appointment, appointments made from a certificate issued from a civil service register, etc.) were used by disability status in hiring individuals. This analysis tells an agency how individuals are being hired.

Three out of the four IWTD accession were into career-conditional appointments. Two IWTD were appointed using the VEOA hiring authority. The other individual was hired off of a certificate issued from a civil service register after delegated examining. The other IWTD hire was a reassignment to a lower grade. The hiring authorities used indicate that IWTD are being hired into permanent positions, as opposed to time limited appointments. This is positive for the long-term participation rate of IWTD.

The analysis by NOA and legal authority revealed that a factor that is likely impacting the reportable participation rate of individuals with disabilities is the willingness of individuals to self-identify that they have a disability. During the reporting period NAVFAC hired ten individuals using the special hiring authority for individuals with disabilities, Schedule A, section 213.3102(u). Out of the ten Schedule A hires, five reported having non-targeted disabilities and five did not identify a disability. The Office of Personnel Management (OPM) Standard Form 256, Self-Identification of Disability, states that “participation in the disability reporting system is entirely voluntary, with the exception of employees appointed under Schedule A, section 213.3102(u).” If individuals hired using the Schedule A hiring authority refuse to self-identify their disability status, the agency may identify their disability status from medical documentation used to support their appointment. Emails were sent to the Deputy EEO Officers from the NAVFAC Commands with Schedule A hires who did not report having a disability requesting that they attempt to obtain the correct disability status of those individuals in accordance with the OPM instructions on the Standard Form 256.

Similar to individuals hired using the Schedule A hiring authority, many individuals hired using the 30% disabled veterans hiring authority did not identify a disability or stated that they did not have a disability. During the reporting period NAVFAC hired ten individuals using the 30% disabled veterans hiring authority. One individual reported having a non-targeted disability. Another individual did not wish to identify his or her disability. Eight individuals hired using the 30% disabled veterans hiring

authority reported not having a disability.

During the reporting period there were 1559 individuals who separated from the NAVFAC workforce. The percentage of IWTD that separate, when compared to the total number of separations, was greater during the 2015 reporting period than in the 2014 reporting period. The number of IWTD increased in the 2015 reporting period compared to the 2014 reporting period.

The table below provides the number of separations and the separation rates by disability status.

Disability Status	Separations				
	2011	2012	2013	2014	2015
IWTD	14	13	14	9	17
	0.84%	0.76% ↓	0.83% ↑	0.66% ↓	1.09% ↑
Non-Targeted Disability	152	131	131	100	128
	9.10%	7.71% ↓	7.81% ↑	7.28% ↓	8.21% ↑
Did Not Identify	65	34	59	56	48
	3.89%	2.00% ↓	3.52% ↑	4.08% ↑	3.08% ↓
No Disability	1440	1522	1473	1208	1366
	86.18%	89.53% ↑	87.84% ↓	87.98% ↑	87.62% ↓

There were 17 IWTD that separated from the NAVFAC workforce during the reporting period. The number of IWTD separating from the NAVFAC workforce is greater than the number of accessions.

Separation data was analyzed by nature of action (NOA) code and legal authority. This analysis allows an agency to determine how people are separating. The analysis revealed that the majority of IWTD separations were due to retirements. There were eight voluntary retirements and one disability retirement. There was also one resignation; however, the reason as to why the individual resigned is unknown. There were two removals based on unacceptable or unsatisfactory performance. Three individuals were separated because their appointments expired. The remaining two individuals separated due to a reassignment and a conversion to a career appointment.

## Major Occupations

As part of the barrier analysis process a review of IWTD participation in the NAVFAC major occupations was conducted.

Below is a table with the number and percentage of IWTD in each of the NAVFAC major occupations.

Participation of IWTD in the NAVFAC Major Occupations		
Major Occupations	Number of Individuals	Percentage
Management and Program Analyst (343)	4	0.96%
General Engineering (801)	3	0.46%
Engineering Technician (802)	6	0.59%
Architecture (808)	1	0.28%
Civil Engineering (810)	0	0%
Environmental Engineering (819)	0	0%
Mechanical Engineering (830)	2	0.51%
General Business and Industry (1101)	0	0%
Contracting (1102)	4	0.46%
Information Technology Management (2210)	3	0.80%

IWTD participate at a lower rate in the NAVFAC major occupations (0.40%) as compared to their participation rate in the overall workforce (0.58%). Disability status information is not available to develop a National Civilian Labor Force by disability status; therefore, for purpose of the analysis of IWTD participation rates in the NAVFAC workforce, the 2% DON goal will be used as a benchmark. In all NAVFAC major occupations IWTD participate below 2%. IWTD are represented in seven of the ten NAVFAC major occupations:

- Management and Program Analysis (343)
- General Engineer (801)
- Engineering Technician (802)

- Architecture (808)
- Mechanical Engineer (830)
- Contracting (1101)
- Information Technology Management (1102)

IWTD have a greater participation rate in three major occupations when compared to their participation in the overall workforce.

- Management and Program Analyst (0.96%)
- Engineering Technician (0.59%)
- Information Technology Management (0.80%).

In all other major occupations IWTD have a lower participation rate than in the overall workforce.

IWTD participate at a lower rate in the major occupations compared to all NAVFAC employees. There were 5,751 employees from the total workforce represented in the ten major occupations, accounting for 39.3% of the entire workforce. Only 23 IWTD participated in the NAVFAC major occupations, representing 27% of the IWTD population.

### Hiring in NAVFAC Major Occupations

The table below shows the NAVFAC major occupations and the percentage of Hispanic Males hired in each of those occupations. The percentages are compared to the occupational NCLF for each series.

<b>IWTD Hires in RP 2015 NAVFAC Major Occupations</b>		
Series	Number of Hires	Percentage of Hires
Management and Program Analysis (343)	1	3.45%
General Engineering (801)	0	0%
Engineering Technician (802)	0	0%
Architecture (808)	1	4.35%
Civil Engineering (810)	0	0%
Environmental Engineering (819)	0	0%
Mechanical Engineering (830)	0	0%
General Business and Industry (1101)	0	0%
Contacting (1102)	1	0.96%
Information Technology Management (2210)	0	0%

As stated above, there were four IWTD hired into the NAVFAC workforce. Three of the accessions were into series that are identified as NAVFAC major occupations: one Management and Program Analyst (GS-09), one Architect (GS-12), and one Contracting Specialist (GS-12). The percentage of IWTD hires into the Management and Program Analyst and Architect series was greater than the 2% goal, when compared to all Management and Program Analyst and Architect hires. All three major occupations with IWTD hires lead to GS-14 and GS-15 positions. This is important because these hires expand the number of IWTD in series that feed into high grade positions creating a greater opportunity for an IWTD to reach the GS-14 and/or GS-15 grade level. The non-major occupation IWTD accession was into the Production Control series (GS-7).

### **Hiring Strategy**

During the reporting period, NAVFAC initiated a hiring strategy to grow



the civilian workforce after two years that included a hiring freeze, sequestration, furloughs, workforce shaping events, and cost-saving initiatives. The guiding principle in the hiring strategy is, “[f]ollowing merit principles, recruit a diverse civilian workforce that brings a wide variety of backgrounds and educational, work and life experiences to NAVFC to improve our performance.” In FY 2015 there has been a focus on the mechanisms (i.e. bundled hiring, shared registers, etc.) used to bring people aboard.

The 2015 NAVFAC Hiring Strategy identified ten series. The table below shows the ten major series that were focused on in the FY15 NAVFAC hiring strategy and the percentage of IWTD hired in each of those series.

<b>Hispanic Male Hires in RP 2015 NAVFAC Hiring Strategy Targeted Series</b>		
Series	Number of Hires	Percentage of Hires
Community Planning (0020)	0	0%
Management and Program Analysis (343)	1	3.45%
General Engineering (801)	0	0%
Engineering Technician (802)	0	0%
Civil Engineering (810)	0	0%
Environmental Engineering (819)	0	0%
Mechanical Engineering (830)	0	0%
General Business and Industry (1101)	0	0%
Contacting (1102)	1	0.96%
Facility Operations Services (1640)	0	0%

The table above shows that the hiring of IWTD in the series identified in the FY 2015 Hiring Strategy was low. No hires were made in eight out of the ten series. In the two series into which IWTD were hired, in only one was the percentage of IWTD higher than 2%.

Overall there was a low rate of hiring of IWTD in NAVFAC. A factor that may lead to low hiring is the number of IWTD that applied to NAVFAC positions during the reporting period.

### **Applicant Flow Data**

Due to the low accession rate and the small number of IWTD hires, the 2015 barrier analysis examined applicant flow data provide by the Office of Personnel Management. The 2015 reporting period is the first time that NAVFAC has analyzed applicant flow data.

When individuals apply to a position through USAJOBS they are provided the opportunity to voluntarily self-identify whether they have a disability. The data identifies how many people, by disability status, applied for positions. Data is also provides on how many individuals self-ranked as qualified based on their answers to the qualification and eligibility questions during the application process. Information is provided on the number of individual who were determined to be qualified (or best qualified) by an HR specialist and actually referred to the hiring official. Finally data is provided on the number of individuals actually selected for a position, by disability status. Please note that the disabilities defined as targeted disabilities for applicant flow purposes do not perfectly match the targeted disabilities identified in the Standard Form 256 which is used to self-identify during on-boarding; therefore, numbers related to the number of individuals selected may not match the number of reported accessions in other parts of this report. Furthermore, number differences may also result from individual's willingness to self-identify at different stages of the hiring process.

The table below provides the number and percentage of IWTD by stage in the application process.

<b>ITWD Applicant Flow Numbers and Percentage by Stage of Application Process</b>			
Stage in Process	Number	Percentage of All Individuals at Each Stage	Percentage Decrease From Each Stage
Applied	549	0.82%	
Qualified	283	0.62%	48.45%
Referred	121	0.37%	57.24%
Selected	6	0.22%	95.04%

The 549 IWTD applicants represent only 0.82% of the total 67,308 applicants during the reporting period. The total IWTD applicants represent a very small number of the total NAVFAC applicants.

Furthermore, the percentage of IWTD, in comparison to all individuals, at each stage of the application process decreased. Not only did IWTD decrease as a percentage of total applicants in each stage, they also had the largest percentage decrease, as compared to the other groups, from one stage to the next. At all stages of the applicant flow data, IWTD applicant are below a 2% participation rate. The applicant flow data raises questions as to cause of the significant decrease in each stage of the applicant flow data.

The percentage of IWTD applicants is higher than their participation rate in the overall NAVFAC workforce; however, once applicants are evaluated by an HR specialist the percentage of referrals to a hiring official is below their participation rate in the workforce. This decrease may indicate an area of future inquiry as to what is causing the low referral rate to hiring officials. Simply concluding that IWTD are not qualified to perform the work done by NAVFAC is not appropriate as other factors, such as navigating the USAJOBS application process or creating an appropriate government resume, may be leading to the low percentage of IWTD applicant referrals.

#### Occupational Series Analysis

Further analysis of the applicant flow data was conducted to examine IWTD applicant flow in specific occupational series. This analysis provides information on what series IWTD applied to, whether they applied to positions in the NAVFAC major occupations, and whether they applied to series specifically identified in the FY 2015 NAVFAC Hiring Strategy.

Top 10 series for IWTD applicant

The table below provides the top 10 occupations IWTD applied to at NAVFAC

<b>Top 10 Series with IWTD Applicants</b>		
Occupation	Number of Applicants	Percentage of Total Applicants
Contracting (1102)	68	1.43%
Miscellaneous Clerk and Assistant (303)	25	2.63%
General Business and Industry (1101)	25	0.64%
Information Technology Management (2210)	24	0.81%
Engineering Technician (802)	23	0.69%
Maintenance Mechanic (4749)	23	1.58%
Electrician (2805)	22	1.52%
Management and Program Analyst (343)	21	0.67%
EEO Assistant (361)	16	5.02%
Management and Program Clerical and Assistance (344)	15	1.00%

As seen above, five out of the ten most frequently applied for occupations by IWTD, during the reporting period, are NAVFAC major occupations. The only occupation that had at least a 2% application rate was Miscellaneous Clerk and Assistant.

### Major Occupations

The table below provides the number of IWTD applicants and the percentage of IWTD compared to total applicants in the NAVFAC Major Occupations.

<b>NAVFAC Major Occupation - IWTD Applicants</b>		
Occupation	Number of Applicants	Percentage of Total Applicants
Management and Program Analyst (343)	21	0.67%
General Engineering (801)	9	0.27%
Engineering Technician (802)	23	0.69%
Architecture (808)	5	0.41%
Civil Engineering (810)	3	0.20%
Environmental Engineering (819)	10	0.69%
Mechanical Engineering (830)	10	0.88%
General Business and Industry (1101)	25	0.64%
Contracting (1102)	68	1.43%
Information Technology Management (2210)	24	0.81%

The applicant flow data revealed that at least three IWTD applied to each of the NAVFAC major occupations. The application rate of IWTD was higher than their participation rate in overall workforce in all of the major occupations with the exceptions of General Engineering and Management and Program Analyst. At least one IWTD was deemed qualified in each major occupation. Only eight of the ten major occupations had IWTD referred; the three highest series with ITWD referrals were: Contracting series (28 IWTD referred), General Business and Industry series (10 IWTD referred), and Information Technology Management series (7 IWTD referred). Two of the six IWTD selected were hired into NAVFAC major occupations (i.e. one person into the General Business and Industry series and one Mechanical Engineer).

There were no major occupations in which IWTD represented 2% of the total applicants.

### Hiring Strategy Series

The table below shows the number of IWTD applicants and the percentage of IWTD that applied compared to the total number of applicants in the 10 series that were focused on in the FY15 NAVFAC hiring strategy.

<b>NAVFAC 2015 Hiring Strategy Targeted Series - IWTD Applicants</b>		
Occupation	Number of Applicants	Percentage of Total Applicants
Management and Program Analyst (343)	21	0.67%
General Engineering (801)	9	0.27%
Engineering Technician (802)	23	0.69%
Civil Engineering (810)	3	0.20%
Environmental Engineering (819)	10	0.69%
Mechanical Engineering (830)	10	0.88%
General Business and Industry (1101)	25	0.64%
Contracting (1102)	68	1.43%
Facility Operations Services (1640)	1	0.07%
Community Planning (0020)	7	0.34%

As with all other analysis conducted into the applicant flow data, the participation rate of IWTD applicants is below 2%. The two non-major occupations included in the 2015 NAVFAC Hiring Strategy are Community Planning and Facility Operations Services. There were seven IWTD that applied for Community Planning positions, only one self-rated as qualified, and no IWTD were referred to hiring officials. There was one IWTD that applied for a Facility Operations Services position, the person was referred but not selected.

### **Conclusion**

A review of the participation rate of IWTD continues to be below the DON 2% and decreased during the FY 2015 reporting period when

	<p>compared to the 2014 reporting period. Very few IWTD were hired into the NAVFAC workforce and only represented 0.30% of all hires. The analysis into the applicant flow data indicates that IWTD comprise a very small percentage (i.e. 0.82%) of the total applicants apply for position with NAVFAC. The data also shows that as applicants proceed through the stages of the application process provided by OPM (i.e. applied, qualified, referred, and selected), the percentage of IWTD decrease in each stage, when compared to all applicants in the specific stage. The data reveals a lack of IWTD applicants. The small percentage of IWTD applicants indicates the need to conduct an analysis of the NAVFAC recruitment process for IWTD to determine if NAVFAC recruitments are reaching IWTD. Additional analysis is also needed to determine the cause of the low referral rate to hiring officials of IWTD.</p> <p>In the FY 2014 NAVFAC EEO Program Status Report, the Plan to Eliminate Identified Barriers pertaining to IWTD stated that two NAVFAC Commands reported potential attitudinal barriers. NAVFAC Commands did not report an attitudinal barrier in their 2015 EEO Program Status Reports.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>To date no NAVFAC policy, practice or procedure has been identified as a barrier resulting in the low participation rate of IWTD.</p>
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired</p>	<p>Continue the barrier analysis process to determine if there are any policies, practices or procedures that are limiting equal opportunity for IWTD in the NAVFAC recruitment process.</p>

condition.	
<b>RESPONSIBLE OFFICIAL:</b>	Command Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), DCHR, HRDs, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, NAVFAC and FEC senior leadership, supervisors and managers, and employees.
<b>DATE OBJECTIVE INITIATED:</b>	1 November 2015
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	30 June 2016

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
1. NAVFAC Commands will develop their strategy for conducting barrier analysis during the 2016 reporting period. Strategy will be submitted to the NAVFAC AEP Manager.	6 November 2015	
2. NAVFAC AEP Manager will hold an IWTD Barrier Analysis kick-off meeting and a mid-term meeting via teleconference with all the NAVFAC Commands. The expected barrier analysis will reflect the enterprise-wide analysis above but with a command specific focus.	18 November 2015 (kick-off meeting)  17 December 2015 (Mid-term meeting)	



3. NAVFAC Commands will provide the NAVFAC AEP Manager an update on the status of their barrier analysis efforts and their completed analysis (Part I) at the end of the IWTD Barrier Analysis review period.	Update #1 (3 December 2015) Update #2 (6 January 2016) Completed Analysis (20 January 2016)
4. NAVFAC CDEEO and AEP Manager will evaluate Command's barrier analysis accomplishments and provide feedback.	10 February 2016
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

<b>EEOC FORM 715-01 PART I</b>	<i>U.S. Equal Employment Opportunity Commission</i> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>(NAVFAC)</b>	<b>Reporting Period 2016 Plan 1-4 (Asian Males in High Grades)</b>	
	<div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>             Provide a brief narrative describing the condition at issue.         </div> <div style="flex: 2;"> <p>NAVFAC continues to have a low participation rate of Asian males in the high grades.</p> <p>Based on a review of the workforce data tables (table A1) the participation of Asian Males in overall workforce is 9.45%, whereas the Asian Males in the GS-14 pay grade is 8.85% and in the GS-15 pay grade their participation rate is 3.92%.</p> </div> </div>	

<p>How was the condition recognized as a potential barrier?</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>In the 2014 NAVFAC EEO Program Status Report the participation rates of Asian Males and Females in high graded positions (i.e. GS-14 and GS-15) were identified as demographics with low participation. A review of the workforce data table in Fiscal Year 2014 showed that the participation rate of Asian Males in overall NAVFAC workforce was 9.74%, whereas the participation rate of Asian Males in the GS-14 pay grade was 7.05% and 0.92% in the GS-15 pay grade. Asian Female participation rate in the overall NAVFAC population was 4.13%, compared to 1.37% in the GS-15 pay grade. Asian Females had a high participation rate in the GS-14 pay grade at 6.15%. There were no Asian Males or Female in the NAVFAC SES. These demographics were also identified as areas for further analysis due to a Department of the Navy (DON) elimination plan to address the DON-wide low participation for Asian Males and Females in high graded positions.</p> <p>The NAVFAC workforce data tables, as of the end of the 2015 reporting period, show that the low participation rate for Asian Males in the high grades persists; however, Asian Females no longer have a low participation rate at the GS-15 pay grade. At the end of the 2015 reporting period there was one additional Asian Female at the GS-15 grade level in comparison to the end of the 2014 reporting period. The additional Asian Female eliminated the low participation rate of Asian Females in the high grades. Consequently, no analysis of the Asian Female population in the high grades will be provided below.</p> <p>At the end of the reporting period Asian Males participation rate in the NAVFAC workforce was 9.45%. The Asian Male participation rate in the NAVFAC population decreased during the 2015 reporting period (9.45%) when compared to the FY 2014 reporting period (9.70%). However, the Asian Male participation rate in the NAVFAC workforce remains significantly higher than their participation rates in either the Equal Employment Opportunity Commission (EEOC) provide National Civilian Labor Force (NCLF) (2.00%) or the NAVFAC NCLF (2.11%).</p> <p>Unlike the decrease in the Asian Male participation rate in the overall workforce from the 2014 reporting period to the 2015 reporting period, the participation rate of Asian Males increased in the GS-14 and GS-15 pay grades.</p>

Nonetheless, Asian Males participation rates in the GS-14 (8.85%) and GS-15 (4.33%) pay grades remains below their participation rate in the overall workforce. Therefore, an analysis of Asian Males in the high grades was conducted.

### **Series the Lead to the High Grades**

The initial inquiry in this barrier analysis was to determine what series in the NAVFAC population lead to the GS-14 and GS-15 grade levels and to determine the Asian Male participation rates in those series. A review of the NAVFAC workforce data revealed that that following series have at least one person at the GS 14 and/or GS 15 grade level.

The table below shows the series in NAVFAC that lead to high graded positions and the number and percentage of Asian Males in those series at the GS-14 or GS-15 grade levels.

<b>High Grade Series in the NAVFAC Workforce and the Total Number of Individuals in Those Series and the Number and Percentage of Asian Males in Each Series</b>			
High Grade Series	Total Population in Each High Grade Series	Number of Asian Males in Each High Grade Series	Percentage of Asian Males in Each High Grade Series
General Engineering (801)	199	19	9.55%
General Attorney (905)	82	1	1.22%
General Business and Industry (1101)	80	7	8.75%
Contracting (1102)	66	2	3.03%
Environmental Engineering (819)	51	5	9.80%
Program Management (340)	47	2	4.26%
Civil Engineering (810)	45	11	24.44%
Information Technology Management (2210)	39	1	2.56%
Management and Program Analysis (343)	33	2	6.06%
Architecture (808)	24	1	4.17%

Financial Administration and Program (501)	20	1	5.00%
Realty (1170)	19	0	0.00%
Community Planning (0020)	16	1	6.25%
Miscellaneous Administration and Program (301)	15	1	6.67%
Mechanical Engineering (830)	15	3	20.00%
Human Resources Management (201)	12	1	8.33%
Financial Management (505)	11	1	9.09%
General Physical Science (1301)	11	0	0.00%
General Natural Resources Management (401)	10	1	10.00%
Electrical Engineering (850)	10	1	10.00%
Accounting Series (510)	9	0	0.00%
Equipment Facilities and Services (1601)	8	2	25.00%
Transportation Operations (2150)	7	0	0.00%
Fire Protection Engineer (804)	4	1	25.00%
Logistics Management (346)	3	0	0.00%
Equipment Services (1670)	3	1	33.33%
Public Affairs (1035)	2	0	0.00%
Public Utilities (1130)	2	0	0.00%
Appraising (1171)	2	0	0.00%
Geology (1350)	2	0	0.00%
Facilities Operations Services (1640)	2	0	0.00%
General Inspection, Investigation, Enforcement, and Compliance (1801)	2	0	0.00%
Safety and Occupational Health Management (0018)	1	0	0.00%

Environmental Protection Specialist (0028)	1	0	0.00%
Security Administration (0080)	1	0	0.00%
History (170)	1	0	0.00%
Equal Employment Opportunity (260)	1	0	0.00%
Industrial Engineering (896)	1	0	0.00%

Asian Males participate in 21 out of the 38 series that lead to either the GS-14 or GS-15 grade levels. Asian Males have a high participation rate in the following nine series at the GS-14 or GS-15 grade level:

- General Natural Resources Management (401)
- General Engineering (801)
- Fire Protection Engineering (804)
- Civil Engineering (810)
- Environmental Engineering (819)
- Mechanical Engineering (830)
- Electrical Engineering (850)
- Equipment Facilities and Services (1601)
- Equipment Services (1670)

Asian Males have no participation in 17 series that lead to high graded positions.

#### Asian Males in the GS-15 Grade Level

The table below shows the series in NAVFAC that lead to the GS-15 grade level and the number and percentage of Asian Males in those series in the high grades.

<b>GS-15 Series in the NAVFAC Workforce and the Number and Percentage of Asian Males in Each Series</b>			
GS-15 Series	GS-15 Population by Series	Number of Asian Males in GS-15 Series	Percentage of Asian Males in GS-15 Series
General Engineering (801)	52	4	7.69%
General Attorney (905)	25	0	0.00%

General Business and Industry (1101)	28	1	3.57%
Contracting (1102)	15	0	0.00%
Environmental Engineering (819)	11	1	9.09%
Program Management (340)	12	0	0.00%
Civil Engineering (810)	2	0	0.00%
Information Technology Management (2210)	14	0	0.00%
Management and Program Analysis (343)	6	0	0.00%
Architecture (808)	2	0	0.00%
Financial Administration and Program (501)	4	0	0.00%
Realty (1170)	2	0	0.00%
Community Planning (0020)	2	0	0.00%
Miscellaneous Administration and Program (301)	9	1	11.11%
Mechanical Engineering (830)	1	0	0.00%
Human Resources Management (201)	3	0	0.00%
Financial Management (505)	7	1	14.29%
General Physical Science (1301)	1	0	0.00%
General Natural Resources Management (401)	1	0	0.00%
Accounting Series (510)	2	0	0.00%
Public Affairs (1035)	1	0	0.00%
Public Utilities (1130)	1	0	0.00%
Appraising (1171)	1	0	0.00%
General Inspection, Investigation, Enforcement, and Compliance (1801)	1	0	0.00%
Industrial Engineering (896)	1	0	0.00%

There are 25 series that lead to the GS-15 grade level. Asian Males participate in five of the 25 series. They have a high participation rate in the following two

series:

- Miscellaneous Administration and Program (301)
- Financial Management (505)

Asian Males do not have any participation in 20 of the 25 series.

Asian Males in the GS-14 Grade Level

The table below shows the series in NAVFAC that lead to the GS-14 grade level and the number and percentage of Asian Males in those series in the high grades.

<b>GS-14 Series in the NAVFAC Workforce and the Number and Percentage of Asian Males in Each Series</b>			
GS-14 Series	GS-14 Population by Series	Number of Asian Males in GS-14 Series	Percentage of Asian Males in GS-14 Series
General Engineering (801)	147	15	10.20%
General Attorney (905)	57	1	1.75%
General Business and Industry (1101)	52	6	11.54%
Contracting (1102)	51	2	3.92%
Environmental Engineering (819)	40	4	10.00%
Program Management (340)	35	2	5.71%
Civil Engineering (810)	43	11	25.58%
Information Technology Management (2210)	25	1	4.00%
Management and Program Analysis (343)	27	2	7.41%
Architecture (808)	22	1	4.55%
Financial Administration and Program (501)	16	1	6.25%
Realty (1170)	17	0	0.00%
Community Planning (0020)	14	1	7.14%
Miscellaneous Administration and Program (301)	6	0	0.00%
Mechanical Engineering (830)	14	3	21.43%

Human Resources Management (201)	9	1	11.11%
Financial Management (505)	4	0	0.00%
General Physical Science (1301)	10	0	0.00%
General Natural Resources Management (401)	9	1	11.11%
Electrical Engineering (850)	10	1	10.00%
Accounting Series (510)	7	0	0.00%
Equipment Facilities and Services (1601)	8	2	25.00%
Transportation Operations (2150)	7	0	0.00%
Fire Protection Engineer (804)	4	1	25.00%
Logistics Management (346)	3	0	0.00%
Equipment Services (1670)	3	1	33.33%
Public Affairs (1035)	1	0	0.00%
Public Utilities (1130)	1	0	0.00%
Appraising (1171)	1	0	0.00%
Geology (1350)	2	0	0.00%
Facilities Operations Services (1640)	2	0	0.00%
General Inspection, Investigation, Enforcement, and Compliance (1801)	1	0	0.00%
Safety and Occupational Health Management (0018)	1	0	0.00%
Environmental Protection Specialist (0028)	1	0	0.00%
Security Administration (0080)	1	0	0.00%
History (170)	1	0	0.00%
Equal Employment Opportunity (260)	1	0	0.00%

There are 37 series that lead to the GS-14 grade level. Asian Males participate in 19 of the 37 series. They have a high participation rate in the following 11



series:

- Human Resources Management (201)
- General Natural Resources Management (401)
- General Engineering (801)
- Fire Protection Engineer (804)
- Civil Engineering (810)
- Environmental Engineering (819)
- Mechanical Engineering (830)
- Electrical Engineering (850)
- General Business and Industry (1101)
- Equipment Facilities and Services (1601)
- Equipment Services (1670)

Asian Males do not have any participation in 19 of the 37 series.

The data above indicates that Asian Males participate in 55% of the series that lead to the high grades. Asian Males participation in 20% of the series that lead to the GS-15 level and in 51% of the series that lead to the GS-14 position.

#### **Asian Males in the GS-12 and GS-13 Grade Levels**

The next step in the analysis is to determine if Asian Males are present in the GS-12 and/or GS-13 grade level positions in the series that lead to the high grades. These grades are often referred to as the “feeder grades” for high grade positions.

#### **Asian Males in the GS-13 Grade Level**

Asian Males’ participation rate in the GS-13 grade level is 8.73%, which is below Asian Males overall participation rate in the NAVFAC workforce of 9.45%. Asian Males at the GS-13 grade level account for 8.98% of all GS-13s in the series that lead to the high grades.

The table below shows the series in NAVFAC that lead to the high grades and the number and percentage of Asian Males in those series at the GS-13 grade level.

<b>Asian Males at the GS-13 Grade Level in the Series That Lead to High Graded Positions</b>			
<b>GS-13 Series that Lead to High Grade Positions</b>	<b>GS-13 Population by Series</b>	<b>Number of Asian Males in GS-13</b>	<b>Percentage of Asian Males in GS-13</b>

			Series	Series
	General Engineering (801)	289	24	8.30%
	General Attorney (905)	3	0	0.00%
	General Business and Industry (1101)	138	10	7.25%
	Contracting (1102)	258	13	5.04%
	Environmental Engineering (819)	195	21	10.77%
	Program Management (340)	19	1	5.26%
	Civil Engineering (810)	196	32	16.33%
	Information Technology Management (2210)	68	9	13.24%
	Management and Program Analysis (343)	74	3	4.05%
	Architecture (808)	113	8	7.08%
	Financial Administration and Program (501)	44	1	2.27%
	Realty (1170)	43	1	2.33%
	Community Planning (0020)	80	1	1.25%
	Miscellaneous Administration and Program (301)	27	4	14.81%
	Mechanical Engineering (830)	123	24	19.51%
	Human Resources Management (201)	24	0	0.00%
	General Physical Science (1301)	82	3	3.66%
	General Natural Resources Management (401)	53	3	5.66%
	Electrical Engineering (850)	83	24	28.92%
	Accounting Series (510)	24	1	4.17%
	Equipment Facilities and Services (1601)	72	3	4.17%
	Transportation Operations (2150)	32	2	6.25%
	Fire Protection Engineer (804)	31	3	9.68%
	Logistics Management (346)	17	1	5.88%

Equipment Services (1670)	23	0	0.00%
Public Affairs (1035)	5	0	0.00%
Appraising (1171)	6	0	0.00%
Geology (1350)	10	1	10.00%
Facilities Operations Services (1640)	24	1	4.17%
General Inspection, Investigation, Enforcement, and Compliance (1801)	10	0	0.00%
Safety and Occupational Health Management (0018)	15	2	13.33%
Environmental Protection Specialist (0028)	10	1	10.00%
Security Administration (0080)	7	0	0.00%
History (170)	1	0	0.00%
Equal Employment Opportunity (260)	7	0	0.00%
Industrial Engineering (896)	10	2	20.00%

There are 36 series with GS-13 employee that lead to GS-14 or GS-15 positions in the NAVFAC workforce. Asian Males participate in 27 out of the 36 series. They have a high participation rate in the following 11 series:

- Environmental Protection Specialist (0028)
- Safety and Occupational Health Management (0018)
- Miscellaneous Administration and Program (301)
- Fire Protection Engineer (804)
- Civil Engineering (810)
- Environmental Engineering (819)
- Mechanical Engineering (830)
- Electrical Engineering (850)
- Industrial Engineering (896)
- Geology (1350)
- Information Technology Management (2210)

Asian Males have a high participation rate in three out of the top 10 most populous series with high graded position.

Asian Males in the GS-12 Grade Level

Asian Males' participation rate in the GS-12 grade level is 10.66%, which is higher than the overall Asian Male participation rate in the NAVFAC workforce of 9.45%. Asian Males at the GS-12 grade level account for 11.28% of all GS-12s in the series that lead to the high grades.

The table below shows the series in NAVFAC that lead to the high grades and the number and percentage of Asian Males in those series at the GS-12 grade level.

<b>Asian Males at the GS-12 Grade Level in the Series That Lead to High Graded Positions</b>			
GS-12 Series that Lead to High Grade Positions	GS-12 Population by Series	Number of Asian Males in GS-12 Series	Percentage of Asian Males in GS-12 Series
General Engineering (801)	154	23	14.94%
General Business and Industry (1101)	159	12	7.55%
Contracting (1102)	528	31	5.87%
Environmental Engineering (819)	252	44	17.46%
Program Management (340)	2	1	50.00%
Civil Engineering (810)	353	70	19.83%
Information Technology Management (2210)	210	27	12.86%
Management and Program Analysis (343)	180	6	3.33%
Architecture (808)	211	32	15.17%
Financial Administration and Program (501)	96	6	6.25%
Realty (1170)	45	1	2.22%
Community Planning (0020)	126	7	5.56%
Miscellaneous Administration and Program (301)	54	8	14.81%
Mechanical Engineering (830)	250	53	21.20%
Human Resources Management (201)	82	0	0.00%
General Physical Science	74	5	6.76%

(1301)			
General Natural Resources Management (401)	128	2	1.56%
Electrical Engineering (850)	170	43	25.29%
Accounting Series (510)	30	2	6.67%
Equipment Facilities and Services (1601)	83	1	1.20%
Transportation Operations (2150)	48	1	2.08%
Fire Protection Engineer (804)	16	3	18.75%
Logistics Management (346)	56	15	26.79%
Equipment Services (1670)	40	0	0.00%
Public Affairs (1035)	9	0	0.00%
Public Utilities (1130)	3	0	0.00%
Appraising (1171)	2	0	0.00%
Geology (1350)	11	0	0.00%
Facilities Operations Services (1640)	123	10	8.13%
General Inspection, Investigation, Enforcement, and Compliance (1801)	2	0	0.00%
Safety and Occupational Health Management (0018)	54	3	5.56%
Environmental Protection Specialist (0028)	79	4	5.06%
Security Administration (0080)	19	1	5.26%
History (170)	2	0	0.00%
Equal Employment Opportunity (260)	8	0	0.00%
Industrial Engineering (896)	2	0	0.00%

There are 36 series with GS-12 employee that lead to GS-14 or GS-15 positions in the NAVFAC workforce. Asian Males participate in 27 out of the 36 series. They have a high participation rate in the following 11 series:

- Miscellaneous Administration and Program (301)

	<ul style="list-style-type: none"> <li>• Program Management (340)</li> <li>• Logistics Management (346)</li> <li>• General Engineering (801)</li> <li>• Fire Protection Engineer (804)</li> <li>• Architecture (808)</li> <li>• Civil Engineering (810)</li> <li>• Environmental Engineering (819)</li> <li>• Mechanical Engineering (830)</li> <li>• Electrical Engineering (850)</li> <li>• Information Technology Management (2210)</li> </ul> <p>Asian Males have a high participation rate in six out of the top 10 most populous series with high graded position.</p> <p><b>Conclusion</b></p> <p>Based on the analysis above, while Asian Males have low participation in the GS-14 grade level and a greater rate of low participation at the GS-15 grade level, Asian Males are present in the feeder grades. Due to the relatively small number of high grades, a small change in number can have a significant impact on the participation rate of Asian Males in the high grades. Asian Males have a high participation rate in the GS-12 grade levels. Future analysis into the low participation rates of Asian Males in the high grades should include determining where geographically and organizationally high grade positions are located in comparison to the Asian Males in the feeder grades and the number of high grades at each NAVFAC Command. Analysis may also need to be conducted on NAVFAC's promotion policy and what is the path to reach the high grades (i.e. are individuals promoted from within the NAVFAC feeder grades or is there an outside path that is used to fill high grade positions). The analysis above did not reveal a policy, practice, or procedure that is limiting equal employment opportunity for Asian Males. Greater analysis is required.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the</p>	<p>To date no policy, practice or procedure has been identified as a barrier resulting in the low participation rate of Asian Males in high grades.</p>

agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Continue the barrier analysis process to determine if there are any policies, practices or procedures that a limiting equal opportunity for Asian Males in high graded positions.
<b>RESPONSIBLE OFFICIAL:</b>	Command Deputy EEO Officer (CDEEOO), Deputy EEO Officers (DEEOOs), DCHR, HRDs, EEO and Human Resources Specialists, Special Emphasis Program Managers and Committee Members, NAVFAC and FEC senior leadership, supervisors and managers, and employees.
<b>DATE OBJECTIVE INITIATED:</b>	1 November 2015
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	3 August 2016

<b>EEOC FORM 715-01 PART I</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		<b>TARGET DATE (Must be specific)</b>

1. NAVFAC Commands will develop their strategy for conducting barrier analysis during the 2016 reporting period. Strategy will be submitted to the NAVFAC AEP Manager.	6 November 2015
2. NAVFAC AEP Manager will hold an Asians in the High Grades Barrier Analysis kick-off meeting and a mid-term meeting via teleconference with all the NAVFAC Commands. The expected barrier analysis will reflect the enterprise-wide analysis above but with a command specific focus.	18 May 2016 (kick-off meeting)  15 June 2016 (Mid-term meeting)
3. NAVFAC Commands will provide the NAVFAC AEP Manager an update on the status of their barrier analysis efforts and their completed analysis (Part I) at the end of the Asian in the High Grades Barrier Analysis review period.	Update #1 (1 June 2016) Update #2 (29 June 2016) Completed Analysis (13 July 2016)
4. NAVFAC CDEEO and AEP Manager will evaluate Command's barrier analysis accomplishments and provide feedback.	3 August 2016
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	



**EEO Program Status Report**  
**FY 2015**  
**Part J**  
**Plans to Eliminate Barriers**

**DEPARTMENT OF THE NAVY**

**REPORT OF ACCOMPLISHMENTS ON SPECIAL PROGRAM PLAN FOR THE RECRUITMENT,  
PLACEMENT AND ADVANCEMENT OF INDIVIDUALS WITH TARGETED DISABILITIES**

**Naval Facilities Engineering Command (NAVFAC) PART J**

**NOTE: Information provided should relate to the entire command disability program and should not be limited to information found in the Part J Instructions which are intended as a guide. Simply restating the data is unacceptable. The information provided should answer the questions what, how and why. If these questions cannot be answered, a plan for further exploration to determine the answers should be provided.**

**COMMAND/ACTIVITY: NAVFAC**

**Reporting Period 2015<sup>15</sup>**

**EXECUTIVE SUMMARY**

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<sup>15</sup> Per Department of the Navy instruction the reporting period of this report is from 1 July 2014 through 30 June 2015. In instances where reporting period data was not readily available fiscal year data was used. Fiscal year data will be identified when used in this report.

During the reporting period NAVFAC has made progress in its disability program. Areas of improvement have included training of managers and supervisors on the special hiring authorities for individuals with disabilities and on reasonable accommodation. During the reporting period NAVFAC Command's began using a standardized reasonable accommodation tracking spreadsheet that was used to create a scorecard and pinpoint areas for improvement in the accommodation process. Rehabilitation Act and reasonable accommodation training was provide to Equal Employment Opportunity (EEO) and Human Resources (HR) Specialist.

Due to a significant increase in complaint activity the NAVFAC Echelon III and IV commands (herein referred to as NAVFAC Commands) diverted resources to complaint processing and reasonable accommodation request processing, this has had an impact in other areas of the NAVFAC EEO program. Staffing issues have also impacted the NAVFAC EEO program during the reporting period. Despite these challenges, NAVFAC has made a concerted effort to improve its disability program.

During the reporting period, NAVFAC initiated a hiring strategy to grow the civilian workforce after two years that included a hiring freeze, sequestration, furloughs, workforce shaping events, and cost-saving initiatives. The NAVFAC Headquarters EEO office provided input into the development of the FY 2015 NAVFAC Civilian Hiring Strategy. The guiding principle in the hiring strategy is, "[f]ollowing merit principles, recruit a diverse civilian workforce that brings a wide variety of backgrounds and educational, work and life experiences to NAVFC to improve our performance." To improve oversight and communication, the hiring strategy created a Hiring Executive Steering Group (ESG) and Working Group to provide direction, program oversight, track process, provide workforce analysis, share best practices, identify barriers and improve processes, and improve internal and external communications. NAVFAC EEO personnel attend all ESG meetings and the NAVFAC Command Deputy EEO Officer (CDEEOO) is a member of the Hiring Working Group.

NAVFAC EEO and HR specialists have worked collaboratively to implement the hiring strategy. To assist the NAVFAV Business Lines (BL), Support Lines (SL), and Functional Areas (FA) address their hiring needs HR and EEO specialists have been assigned as consultants to each BL, SL, and FA. During meetings with the Hiring Champions from each BL, SL, and FA, the HR and EEO consultants have inquired about their hiring strategy. Hiring Champions were encouraged to take into consideration where they recruit and how they recruit to ensure that they obtain a diverse applicant pool. Furthermore, members of the NAVFAC EEO Office were invited to present information on the Schedule A hiring authority and the OPM Shared List of People with Disabilities (i.e. the Bender List) during one of the BL's (i.e. Asset Management) weekly hiring champions meeting with the hiring champions from the NAVFAC commands. The designated EEO consultant is invited to all of the Asset Management Team of Hiring Champions weekly meeting. In FY 2015 there has been a focus on the mechanisms (i.e. bundled hiring, shared registers, etc.) used to bring people aboard. Efforts have also been made to enhance the marketing of available positions at NAVFAC through the use of social media such as Facebook. Discussions have taken place to discuss how to best use social media to reach targeted groups, such as individuals with disabilities. In FY 2016, NAVFAC will release a corporate recruitment strategy that will provide more focus on targeted recruitment based on information derived from barrier analysis efforts. The NAVFAC Director of Civilian Human Resources, the NAVFAC Corporate Recruitment Program Manager and other members of the NAVFAC HR community have been strong advocates for the EEO Program and improving employment of individuals with disabilities.

NAVFAC Commands reports indicate initiatives to improve the hiring of individuals with targeted disabilities (IWTD) and individuals with non-targeted disabilities. NAVFAC Commands have conducted training for

managers and supervisors on reasonable accommodation and hiring sources and authorities for individuals with disabilities. Specific hiring authorities address include the Schedule A hiring authority for individuals with disabilities, 30% Disabled Veterans hiring authority, Veterans Recruitment Appointment (VRA), and the Veterans Employment Opportunity Act (VEOA). Furthermore, NAVFAC Commands have attended numerous outreach events and careers fairs aimed at increasing awareness of NAVFAC career opportunities, increasing the applicant pool of individuals with disabilities, and providing potential applicants information on how to apply for employment with NAVFAC. Subordinate commands have also established numerous partnerships with organizations that serve the disability community.

Despite the efforts addressed above, the participation rate of individuals with targeted disabilities (IWTd) decreased during the reporting period. The participation rate of IWTd in the NAVFAC workforce is 0.58%, below the Department of Defense and Department of the Navy (DON) goal of 2%. During the reporting period only four IWTd were hired into the NAVFAC workforce, while 17 IWTd separated. An analysis of applicant flow data shows that during the reporting period there were 67,308 applicants for NAVFAC positions, of which only 549 self-identified as being an IWTd representing 0.82% of all applicants. After applicants' resumes were reviewed by an HR specialist to determine who was best qualified, only 121 IWTd (0.32%) were referred to a hiring official. There was a 77.96% decrease in the number of people that applied for a position compared to those that were actually referred. This percentage is much larger than the decrease for all applicants, which was 51.60%. The percentage of ITWD selected was 0.22%. While some ITWD are applying for positions, additional analysis is required to determine if there are any barriers to equal employment opportunities for IWTd.

The participation rate of individuals with non-targeted disabilities decreased during the reporting period. The participation rate of individuals with non-targeted disabilities in the NAVFAC population is 6.44%. During the reporting period 67 individuals with non-targeted disabilities were hired into the NAVFAC workforce and 128 separations. The applicant flow data shows that 859 applicants (1.28%) identified themselves as an individual with a non-targeted disability. After a review of the resumes by a HR Specialist only 257 (0.79%) were referred to the hiring official, which represents a 70.08% decrease from those that applied. Only 0.65% of the individuals selected were individuals with non-targeted disabilities, according to the applicant flow data. As with the data for IWTd, additional analysis is required to determine if there are any barriers to equal employment opportunities.

A factor that is likely impacting the reportable participation rate of individuals with disabilities is the willingness of individuals to self-identify that they have a disability. During the reporting period NAVFAC hired ten individuals using the special hiring authority for individuals with disabilities, Schedule A, section 213.3102(u). Out of the ten Schedule A hires, five reported having non-targeted disabilities and five did not identify a disability. Emails were sent to the Deputy EEO Officers from the NAVFAC Commands with Schedule A hires who did not report having a disability requesting that they attempt to obtain the correct disability status of those individuals in accordance with the OPM instructions on the Standard Form 256. Similar to individuals hired using the Schedule A hiring authority, many individuals hired using the 30% disabled veterans hiring authority did not identify a disability or stated that they did not have a disability. During the reporting period NAVFAC hired ten individuals using the 30% disabled veterans hiring authority. One individual reported having a non-targeted disability. Another individual did not wish to identify his or her disability. Eight individuals hired using the 30% disabled veterans hiring authority reported not having a disability.

A disability program area of focus during the reporting period was reasonable accommodation. In the FY 2014 EEO Program Status Report NAVFAC identified a program deficiency in that 90% of reasonable

accommodation requests were not processed within the time frame established in the DON Procedures for Processing Requests for Reasonable Accommodation. To address the deficiency the following actions were taken:

- 1) The NAVFAC CDEEOO drafted a standardized critical element for Reasonable Accommodation Points of Contacts (RA POCs), EEO Specialists and HR Specialists with reasonable accommodation duties. The critical element required compliance with DON requirements for timely processing of reasonable accommodation requests. The standardized critical elements were forwarded to all Human Resources Directors and Deputy EEO Officers for inclusion in the appropriate personnel's FY 2015 performance plans. The critical elements were incorporated into performance plans.
- 2) NAVFAC Commands established Individual Development Plans (IDPs) for RA POCs, EEO Specialists and HR Specialists, with reasonable accommodation duties to develop/maintain the skills and knowledge required to process reasonable accommodation requests.
- 3) NAVFAC Commands established FY 2015 action plans detailing how they planned to improve their reasonable accommodation processing timeframes. The action plans were submitted to the NAVFAC CDEEOO. The CDEEOO reviewed the action plans and throughout the year held discussion on how to improve the timeliness of reasonable accommodation requests.
- 4) The NAVFAC CDEEOO conducted Rehabilitation Act and Reasonable Accommodation training on 23 March 2015 and 3 August 2015 intended to improve efficiency and compliance with DON processing timeframes. EEO Specialists with reasonable accommodation processing responsibilities attended the training.
- 5) In December 2014, NAVFAC Command submitted their command's reasonable accommodation tracking spreadsheets. The NAVFAC CDEEOO issued a standardized NAVFAC reasonable accommodation tracking sheet for use by all NAVFAC Commands.
- 6) On a quarterly basis all NAVFAC Commands have submitted their reasonable accommodation tracking spreadsheets. Scorecards have been developed. Scorecards have been signed by the NAVFAC Executive Director and will be issued.

As a result of these efforts the timeliness of reasonable accommodation requests has improved during the reporting period. The main area of focus during the reporting period has been the 30 day timeframe to determine whether to accommodate an employee found in Chapter 2, paragraph IV.B.7. of the DON Procedures for Processing Requests for Reasonable Accommodation. Upon receipt of the quarterly spreadsheets the CDEEOO has contacted each DEEOO to discuss their processing of reasonable accommodation requests. Through the use of the standardized tracking spreadsheets and discussions, some commands have been able to identify areas for improvements in their reasonable accommodation processing. At the end of the first quarter of FY 2015, NAVFAC Commands achieved a 36% timeliness rate. At the end of the second quarter the cumulative fiscal year timeliness rate had increased to 50%. At the end of the third quarter NAVFAC Commands had processed 89 reasonable accommodation requests with a 66% timeliness rate. While improvement to the timeliness rate is still required, significant progress has been achieved.

As evidenced below, NAVFAC Commands have been working to enhance the NAVFAC Disability program.

NAVFAC Commands have attended numerous recruitment events, established partnerships with organizations serving the disability community, and established Special Emphasis Committees and Councils to assist in barrier analysis efforts and meeting the Command's targeted goals for employment of IWTD. The data below provides information on IWTD, individuals with non-targeted disabilities and disabled veterans as required by DON instructions. However, NAVFAC's area of focus in 2016 will continue to be the recruitment and hiring of IWTD and non-targeted disabilities, providing timely reasonable accommodations and barrier analysis.

## DEPARTMENT OF THE NAVY PART J

### WORKFORCE ANALYSIS OF INDIVIDUALS WITH TARGETED DISABILITIES

















**NOTE: Please note that simply repeating information found in the B tables is not an analysis. An analysis must provide a deeper examination of what the numbers and applicable trends represent and what may be impacting the numbers. For further data analysis, the EEO App Reports are a useful tool. In addition, policies, practices and procedures may need to be explored. Please refer to the Part J Instructions for guidance.**

**COMMAND/ACTIVITY: NAVFAC**

**Reporting Year 2015**

**Section 1:** Provide a brief narrative summary of the analysis of the command's/activity's IWTD overall workforce as compared to the three to five previous year, e.g., did the IWTD overall workforce numbers increase or decrease from the previous year.

The table below provides the number and percentage of individuals by disability status over the last five reporting periods.

Disability Status	DON Goal	2011	2012	2013	2014	2015
IWTD	2.00%	110	110	99	94	85
		0.66%	0.68% 	0.64% 	0.64% 	0.58% 
Non-Targeted Disability	N/A	1007	1012	1010	949	943
		6.03%	6.22% 	6.48% 	6.48% 	6.44% 
Did Not Identify	N/A	317	301	300	267	289
		1.90%	1.85% 	1.92% 	1.82% 	1.97% 
No Disability	N/A	15,269	14,853	14,178	13,327	13,319
		91.41%	91.26% 	90.96% 	91.05% 	91.00% 

The participation rate of IWTD and individuals with non-targeted disabilities decreased during the reporting period.

A factor that is likely impacting the reportable participation rate of individuals with disabilities is the willingness of individuals to self-identify that they have a disability. During the reporting period NAVFAC hired ten individuals using the special hiring authority for individuals with disabilities, Schedule A, section 213.3102(u).

Out of the ten Schedule A hires, five reported having non-targeted disabilities and five did not identify a disability. The Office of Personnel Management (OPM) Standard Form 256, Self-Identification of Disability, states that “participation in the disability reporting system is entirely voluntary, with the exception of employees appointed under Schedule A, section 213.3102(u).” If individuals hired using the Schedule A hiring authority refuse to self-identify their disability status, the agency may identify their disability status from medical documentation used to support their appointment. Emails were sent to the Deputy EEO Officers from the FECs with Schedule A hires who did not report having a disability requesting that they attempt to obtain the correct disability status of those individuals in accordance with the OPM instructions on the Standard Form 256.

Similar to individuals hired using the Schedule A hiring authority, many individuals hired using the 30% disabled veterans hiring authority did not identify a disability or stated that they did not have a disability. During the reporting period NAVFAC hired ten individuals using the 30% disabled veterans hiring authority. One individual reported having a non-targeted disability. Another individual did not wish to identify his or her disability. Eight individuals hired using the 30% disabled veterans hiring authority reported not having a disability.

NAVFAC has actively engaged in activities to increase the participation rate of IWTD and meet the 2% goal. For example, hiring officials and recruiters have received training regarding the options that are available to hire IWTD through the use of non-competitive hiring authorities, such as the schedule A hiring authority, the 30% disabled veterans hiring authority, and the Veterans Recruitment Authority. Hiring Officials were also advised of recruitment sources for individuals with disabilities, such as the OPM Shared List of People with Disabilities (i.e. the Bender List) and the Workforce Recruitment Program to hire summer interns. NAVFAC has also attended several recruitment fairs targeting individuals with disabilities. Despite these efforts, NAVFAC remains below the DoD/DON target of 2% participation of IWTD in the workforce.

**Section 2:** Provide a brief narrative summary of the analysis of the command's/activity's IWTD workforce by occupational groups, e.g., what is the participation rate of IWTD in the different occupational groups in comparison to their representation in the overall workforce.

The NAVFAC occupational category data indicates that IWTD have lower participation rates in five occupational categories when compared to their participation in the total workforce. Individuals with targeted disabilities have greater participation than their total workforce participation in the following occupational categories: Technicians, Administrative and Support Workers, Craft workers, and Operatives. Individuals with targeted disabilities have a 2.17% participation rate in the Administrative and Support Workers occupational category.

Individuals with non-targeted disabilities have lower participation rates in five occupational categories. They have higher participation rates than their participation in the overall workforce in the following occupational categories: Officials and Managers, Technicians, Administrative and Support Workers, Operatives, and Labors and Helpers.

The table below provides the number and percentage of individuals in each occupational category by disability status.

Occupational Category		Total	Total by Disability Status			
			No Disability	Did Not Identify	Non-Targeted Disability	Targeted Disability
1. Officials and Managers - Executive/Senior Level (Grades 15 and Above)	#	170	154	5	11	
	%	100%	90.59%	2.94%	6.47%	
- Mid-Level (Grades 13-14)	#	1,399	1,297	34	66	2
	%	100%	92.71%	2.43%	4.72%	0.14%
- First-Level (Grades 12 and Below)	#	338	309	5	24	
	%	100%	91.42%	1.48%	7.10%	
- Other Officials and Managers	#	3,208	2,858	79	253	18
	%	100%	89.09%	2.46%	7.89%	0.56%
<b>Officials and Managers - TOTAL</b>	#	5,115	4,618	123	354	20
	%	100%	90.28%	2.40%	6.92%	0.39%
2. Professionals	#	3,437	3,181	53	189	14
	%	100%	92.55%	1.54%	5.50%	0.41%
3. Technicians	#	1,094	976	18	92	8
	%	100%	89.21%	1.65%	8.41%	0.73%
4. Sales Workers	#					
	%	100%				
5. Administrative Support Workers	#	552	457	18	65	12
	%	100%	82.79%	3.26%	11.78%	2.17%
6. Craft Workers	#	3,668	3,388	59	195	26
	%	100%	92.37%	1.61%	5.32%	0.71%
7. Operatives	#	479	428	14	32	5
	%	100%	89.35%	2.92%	6.68%	1.04%
8. Labors and Helpers	#	32	25	1	6	
	%	100%	78.13%	3.13%	18.75%	
9. Service Workers	#	38	36		2	
	%	100%	94.74%		5.26%	
N/A	#					
	%	100%				



**Section 3:** Provide a brief narrative summary of the analysis of the command/activity's IWTD workforce by grade levels, i.e., NSPS, GS, WG, Demo, e.g., what is the participation rate of IWTD in the different grade groups in comparison to their representation in the overall workforce.

Individuals with disabilities work in numerous series in the NAVFAC population. IWTD are in 45 different series in the NAVFAC workforce and individuals with non-targeted disabilities are in 121 different series.

The table below shows the most populous series for IWTD.

<b>Most Populous Series for IWTD</b>	
<b>Series</b>	<b>Number in Series</b>
Engineering Technicians (802)	6
Maintenance Mechanic (4749)	6
Management and Program Analyst (343)	5
Miscellaneous Clerk and Assistant (303)	4
Contracting (1102)	4
Painting (4102)	4
General Engineering (801)	3
Boiler Plant Operating (5402)	3
Motor Vehicle Operating (5703)	3
Ten series tied for 10 <sup>th</sup>	2

The table below shows the most populous series for individuals with non-targeted disabilities.

<b>Most Populous Series for Individuals with Non-targeted Disabilities</b>	
<b>Series</b>	<b>Number in Series</b>
Engineering Technicians (802)	85
Contracting (1102)	62
General Business and Industry (1101)	49
Management and Program Analyst (343)	42
Maintenance Mechanic (4749)	31
General Engineering (801)	27
Electrician (2805)	27
Information Technology Management (2210)	26
Civil Engineering (810)	24
Environmental Protection Specialist (0028)	23

### **General Schedule**

#### **IWTD**

The participation rate of IWTD in the General Schedule (GS) workforce (0.53%) is lower than in the overall workforce (0.58%). Workforce data of the participation rates of IWTD by GS grade level shows that IWTD have higher participation rates in the GS-4, GS-5, GS-6, GS-7, GS-9, and GS-11 grade levels when compared to their participation rate in the overall GS workforce. IWTD have a low participation rates at the GS-12, and GS-13 grade levels when compared to their participation rates in the overall GS workforce. The majority of IWTD (56.6%) are in the GS-11, GS-12, or GS-13 grade levels. IWTD are not represented at the GS-14 or GS-15 grade levels.

The majority of the most populous series for IWTD do not lead to the GS-14 or GS 15 grade levels. Out of the nine series identified above only three lead to the GS-14 or GS-15 grade levels (i.e. the Management and Program Analyst Series, the Contracting Series, and the General Engineering Series). Four of the most populous series above are wage grade series.

#### **Individuals with Non-targeted Disabilities**

The participation rate of individuals with non-targeted disabilities in the GS workforce (6.82%) is greater than in the overall workforce (6.44%). Individuals with non-targeted disabilities have a higher participation rate in the GS-4 through GS-12 grade levels when compared to their participation rate in the overall workforce, with the exception of the GS-10 grade level. Individuals with non-targeted disabilities participate at lower rates than in the overall workforce in the GS-3, GS-13, GS-14, and GS-15 grade levels.

All of the most populous series for individuals with non-targeted disabilities lead to the high grades with the exception of two wage grade series (i.e. the Maintenance Mechanic series and the Electrician series) and Engineering Technician series. The exact cause for the low participation in the GS-13 through GS-15 grade levels is unknown.

The table below provides the number and percentage of individuals in each GS grade level by disability status.

Grade Level		Total	Total by Disability Status			
			No Disability	Did Not Identify	Non-Targeted Disability	Targeted Disability
AD-00	#	<b>4</b>	4			
	%	<b>100%</b>	100.00%			
ES-00	#	<b>10</b>	10			
	%	<b>100%</b>	100.00%			
GS-01	#	<b>4</b>	4			
	%	<b>100%</b>	100.00%			
GS-02	#	<b>28</b>	28			
	%	<b>100%</b>	100.00%			
GS-03	#	<b>17</b>	16		1	
	%	<b>100%</b>	94.12%		5.88%	
GS-04	#	<b>54</b>	48		5	<b>1</b>
	%	<b>100%</b>	88.89%		9.26%	<b>1.85%</b>
GS-05	#	<b>95</b>	71	6	13	<b>5</b>
	%	<b>100%</b>	74.74%	6.32%	13.68%	<b>5.26%</b>
GS-06	#	<b>91</b>	71	3	15	<b>2</b>
	%	<b>100%</b>	78.02%	3.30%	16.48%	<b>2.20%</b>
GS-07	#	<b>452</b>	387	15	42	<b>8</b>
	%	<b>100%</b>	85.62%	3.32%	9.29%	<b>1.77%</b>
GS-08	#	<b>29</b>	23	1	5	
	%	<b>100%</b>	79.31%	3.45%	17.24%	
GS-09	#	<b>658</b>	579	14	58	<b>7</b>
	%	<b>100%</b>	87.99%	2.13%	8.81%	<b>1.06%</b>
GS-10	#	<b>29</b>	26	1	2	
	%	<b>100%</b>	89.66%	3.45%	6.90%	
GS-11	#	<b>1,406</b>	1,262	31	105	<b>8</b>
	%	<b>100%</b>	89.76%	2.20%	7.47%	<b>0.57%</b>
GS-12	#	<b>4,004</b>	3,615	77	295	<b>17</b>
	%	<b>100%</b>	90.28%	1.92%	7.37%	<b>0.42%</b>
GS-13	#	<b>2,269</b>	2,124	40	100	<b>5</b>
	%	<b>100%</b>	93.61%	1.76%	4.41%	<b>0.22%</b>
GS-14	#	<b>655</b>	612	14	29	
	%	<b>100%</b>	93.44%	2.14%	4.43%	
GS-15	#	<b>204</b>	187	5	12	

	%	<b>100%</b>	91.67%	2.45%	5.88%	
Total <sup>16</sup>	#	<b>9,995</b>	9,053	207	682	53
	%	<b>100%</b>	90.58%	2.07%	6.82%	0.53%

### **Individuals with Targeted Disabilities**

The table below shows the most populous GS series for individuals with disabilities.

<b>Most Populous GS Series for IWTD</b>	
<b>Series</b>	<b>Number in Series</b>
Engineering Technicians (802)	6
Management and Program Analyst (343)	5
Miscellaneous Clerk and Assistant (303)	4
Contracting (1102)	4
General Engineering (801)	3
Miscellaneous Administration and Program (301)	2
General Natural Resources Management and Biological Sciences (401)	2
Mechanical Engineering	2
Production Control (1152)	2
Equipment Facilities and Services (1601)	2
Facilities Operations Services (1640)	2
Information Technology Management (2210)	2

Nine out of the 12 series identified above lead to the GS-14 and/or the GS-15 grade levels. The exact reason for the lack of participation for IWTD in the GS-14 or GS-15 grade levels or the low participation rates in the GS-11 through GS-13 grade levels is unknown.

### **Individuals with Non-Targeted Disabilities**

Like IWTD, individuals with non-targeted disabilities have low participation in the high graded positions.

<sup>16</sup> The total only includes the GS-01 through GS-15 grade levels.

The table below shows the most populous GS series for individuals with disabilities.

<b>Most Populous GS Series for Individuals with Non-targeted Disabilities</b>	
<b>Series</b>	<b>Number in Series</b>
Engineering Technicians (802)	85
Contracting (1102)	62
General Business and Industry (1101)	49
Management and Program Analyst (343)	42
General Engineering (801)	27
Information Technology Management (2210)	26
Civil Engineering (810)	24
Environmental Protection Specialist (0028)	23
Environmental Engineering	22
Three tied for 10 <sup>th</sup> - Community Planning (0020); Management and Program Clerical and Assistance (0344); and Mechanical Engineering (830)	20

All of the series above with the exception of the engineering technician series lead to the high grades. The exact cause for the low participation in the GS-13 through GS-15 grade levels is unknown.

### **Wage Grade (WG)**

The participation rate of IWTD (0.69%) is greater in wage grade positions than in the overall NAVFAC population (0.58%). The participation rate of individuals with non-targeted disabilities (5.64%) is lower than in the overall NAVFAC workforce (6.44%)

Individuals with disabilities work in numerous WG series in the NAVFAC population. IWTD are in 16 different WG series in the NAVFAC workforce and individuals with non-targeted disabilities are in 52 different WG series.

The table below provides the number and percentage of individuals in each WG grade level by disability status.

Grade Level		Total	Total by Disability Status			
			No Disability	Did Not Identify	Non-Targeted Disability	Targeted Disability
WD-05	#	<b>1</b>	1			
	%	<b>100%</b>	100.00%			
WD-06	#	<b>4</b>	4			
	%	<b>100%</b>	100.00%			
WD-08	#	<b>19</b>	16		3	
	%	<b>100%</b>	84.21%		15.79%	
WG-01	#	<b>14</b>	14			
	%	<b>100%</b>	100.00%			
WG-02	#	<b>13</b>	13			
	%	<b>100%</b>	100.00%			
WG-03	#	<b>15</b>	8	1	6	
	%	<b>100%</b>	53.33%	6.67%	40.00%	
WG-04	#	<b>17</b>	16		1	
	%	<b>100%</b>	94.12%		5.88%	
WG-05	#	<b>126</b>	116	1	5	<b>4</b>
	%	<b>100%</b>	92.06%	0.79%	3.97%	<b>3.17%</b>
WG-06	#	<b>82</b>	68	2	11	<b>1</b>
	%	<b>100%</b>	82.93%	2.44%	13.41%	<b>1.22%</b>
WG-07	#	<b>199</b>	180	3	13	<b>3</b>
	%	<b>100%</b>	90.45%	1.51%	6.53%	<b>1.51%</b>
WG-08	#	<b>495</b>	451	6	38	
	%	<b>100%</b>	91.11%	1.21%	7.68%	
WG-09	#	<b>521</b>	477	7	30	<b>7</b>
	%	<b>100%</b>	91.55%	1.34%	5.76%	<b>1.34%</b>
WG-10	#	<b>1,996</b>	1,839	45	96	<b>16</b>
	%	<b>100%</b>	92.13%	2.25%	4.81%	<b>0.80%</b>
WG-11	#	<b>360</b>	339	6	15	
	%	<b>100%</b>	94.17%	1.67%	4.17%	
WG-12	#	<b>37</b>	35	2		
	%	<b>100%</b>	94.59%	5.41%		
WG-13	#	<b>1</b>	1			
	%	<b>100%</b>	100.00%			
WL-06	#	<b>6</b>	6			
	%	<b>100%</b>	100.00%			
WL-07	#	<b>2</b>	2			
	%	<b>100%</b>	100.00%			
WL-08	#	<b>10</b>	9		1	
	%	<b>100%</b>	90.00%		10.00%	
WL-09	#	<b>23</b>	21		2	

	%	<b>100%</b>	91.30%		8.70%	
WL-10	#	<b>220</b>	207	1	11	<b>1</b>
	%	<b>100%</b>	94.09%	0.45%	5.00%	<b>0.45%</b>
WL-11	#	<b>58</b>	53	1	4	
	%	<b>100%</b>	91.38%	1.72%	6.90%	
WL-12	#	<b>5</b>	5			
	%	<b>100%</b>	100.00%			
WS-04	#	<b>1</b>	1			
	%	<b>100%</b>	100.00%			
WS-06	#	<b>1</b>	1			
	%	<b>100%</b>	100.00%			
WS-07	#	<b>8</b>	8			
	%	<b>100%</b>	100.00%			
WS-08	#	<b>9</b>	6		3	
	%	<b>100%</b>	66.67%		33.33%	
WS-09	#	<b>9</b>	8		1	
	%	<b>100%</b>	88.89%		11.11%	
WS-10	#	<b>219</b>	199	6	14	
	%	<b>100%</b>	90.87%	2.74%	6.39%	
WS-11	#	<b>38</b>	37		1	
	%	<b>100%</b>	97.37%		2.63%	
WS-12	#	<b>29</b>	27		2	
	%	<b>100%</b>	93.10%		6.90%	
WS-13	#	<b>12</b>	12			
	%	<b>100%</b>	100.00%			
WS-14	#	<b>6</b>	5	1		
	%	<b>100%</b>	83.33%	16.67%		
WS-15	#	<b>3</b>	3			
	%	<b>100%</b>	100.00%			
WS-16	#	<b>1</b>	1			
	%	<b>100%</b>	100.00%			
WT-00	#	<b>67</b>	63		4	
	%	<b>100%</b>	94.03%		5.97%	
Total	#	<b>4,627</b>	<b>4,252</b>	<b>82</b>	<b>261</b>	<b>32</b>
	%	<b>100%</b>	91.90%	1.77%	5.64%	<b>0.69%</b>

## **IWTD**

IWTD are in 16 wage grade positions in NAVFAC. As seen above, the majority of WG employees in NAVFAC are at the WG-10 grade level.

The table below shows the most populous series for IWTD.

<b>Most Populous WG Series for IWTD</b>	
<b>Series</b>	<b>Number in Series</b>
Maintenance Mechanic (4749)	6
Painting (4102)	4
Boiler Plant Operating (5402)	3
Motor Vehicle Operating (5703)	3
Electricians (2805)	2
Blocking and Bracing (4206)	2
Air Conditioning Equipment Mechanic	2
Nine series tied for 8 <sup>th</sup>	1

## **Individuals with Non-targeted Disabilities**

Individuals with non-targeted disabilities work in 52 different WG position in NAVFAC.

The table below shows the most populous series for individuals with non-targeted disabilities.

<b>Most Populous WG Series for IWTD</b>	
<b>Series</b>	<b>Number in Series</b>
Maintenance Mechanic (4749)	31
Electricians (2805)	27
Heavy Mobile Equipment Mechanic (5893)	17
Motor Vehicle Operating (5703)	15
Pipefitting (4204)	11
Planner and Estimator (4701)	10
High Voltage Electrician (2810)	9
Utility Systems Repairing and Operating (4742)	9
Painting (4102)	8
Air Conditioning Equipment Mechanic (5306)	8
Boiler Plant Operating (5402)	8



**Section 4:** Provide a brief narrative summary of the analysis of the command's/activity's IWTB workforce by major occupations, e.g., what is the participation rate of IWTB in the major occupations.

Major occupations for MD-715 purposes are agency occupations that are mission-related and heavily populated, relative to other occupations within the agency. NAVFAC has identified the following ten (10) occupations as major occupations for MD-715 purposes:

- Management and Program Analyst (343)
- General Engineering (801)
- Engineering Technician (802)
- Architecture (808)
- Civil Engineering (810)
- Environmental Engineering (819)
- Mechanical Engineering (830)
- General Business and Industry (1101)
- Contracting (1102)
- Information Technology Management (2210)

The table below provides the number and percentage of individuals in each major occupation by disability status.

Job Series		Total	Total by Disability Status			
			No Disability	Did Not Identify	Non-Targeted Disability	Targeted Disability
0802	#	<b>1,014</b>	915	16	77	<b>6</b>
	%	<b>100%</b>	90.24%	1.58%	7.59%	<b>0.59%</b>
1102	#	<b>864</b>	792	10	58	<b>4</b>
	%	<b>100%</b>	91.67%	1.16%	6.71%	<b>0.46%</b>
0801	#	<b>648</b>	608	10	27	<b>3</b>
	%	<b>100%</b>	93.83%	1.54%	4.17%	<b>0.46%</b>
0810	#	<b>606</b>	569	13	24	
	%	<b>100%</b>	93.89%	2.15%	3.96%	
1101	#	<b>573</b>	512	15	46	
	%	<b>100%</b>	89.35%	2.62%	8.03%	
0819	#	<b>501</b>	476	4	21	
	%	<b>100%</b>	95.01%	0.80%	4.19%	
0343	#	<b>418</b>	361	16	37	<b>4</b>
	%	<b>100%</b>	86.36%	3.83%	8.85%	<b>0.96%</b>
0830	#	<b>396</b>	364	10	20	<b>2</b>
	%	<b>100%</b>	91.92%	2.53%	5.05%	<b>0.51%</b>
2210	#	<b>376</b>	344	3	26	<b>3</b>
	%	<b>100%</b>	91.49%	0.80%	6.91%	<b>0.80%</b>
0808	#	<b>355</b>	332	5	17	<b>1</b>
	%	<b>100%</b>	93.52%	1.41%	4.79%	<b>0.28%</b>
<b>TOTAL MAJOR OCCUPATIONS</b>	#	<b>5,751</b>	<b>5,273</b>	<b>102</b>	<b>353</b>	<b>23</b>
	%	<b>100%</b>	<b>91.69%</b>	<b>1.77%</b>	<b>6.14%</b>	<b>0.40%</b>

## **IWTD**

IWTD participate at a lower rate in the NAVFAC major occupations (0.40%) as compared to their participation rate in the overall workforce (0.58%). They are represented in seven of the ten NAVFAC major occupations:

- Management and Program Analysis (343)
- General Engineer (801)
- Engineering Technician (802)
- Architecture (808)
- Mechanical Engineer (830)
- Contracting (1101)
- Information Technology Management (1102)

IWTD have a greater participation rate in three major occupations when compared to their participation in the overall workforce.

- Management and Program Analyst (0.96%)
- Engineering Technician (0.59%)
- Information Technology Management (0.80%).

In all other major occupations IWTD have a lower participation rate than in the overall workforce.

IWTD participate at a lower rate in the major occupations compared to all NAVFAC employees. There were 5,751 employees from the total workforce represented in the ten major occupations, accounting for 39.3% of the entire workforce. Only 23 IWTD participated in the NAVFAC major occupations, representing 27% of the IWTD population.

### **Individuals with Non-Targeted Disabilities**

Individual with non-targeted disabilities participate in all of the NAVFAC major occupations; however, their participation rate (6.14%) is lower than in the overall workforce (6.44%).

Individuals with non-targeted disabilities have a higher participation rate than in the overall population in five out of the ten major occupations:

- Management and Program Analyst (8.85%)
- Engineering Technician (7.59%)
- General Business and Industry (8.03%)
- Contracting (6.71%)
- Information Technology Management (6.91%).

In all other major occupations individuals with non-targeted disabilities have a lower participation rate than their participation in the overall workforce.

Individuals with non-targeted disabilities participate at a lower rate in the major occupations (37.4%) compared to all NAVFAC employees (39.3%).

**Section 5:** Provide a brief narrative summary of the analysis of the command's/activity's applicant flow data for major occupations specific to IWTD, e.g., is the applicant pool sufficiently diverse to include IWTD.

Applicant flow data from OPM was available for the 2015 reporting period. When individuals apply to a position through USAJOBS they are provided the opportunity to voluntarily self-identify whether they have a disability. The data identifies how many people, by disability status, applied for positions. Data is also provided on how many individuals self-ranked as qualified based on their answers to the qualification and eligibility questions during the application process. Information is provided on the number of individual who were determined to be qualified (or best qualified) by an HR specialist and actually referred to the hiring official. Finally data is provided on the number of individuals actually selected for a position, by disability status. Please note that the disabilities defined as targeted disabilities for applicant flow purposes do not perfectly match the targeted disabilities identified in the Standard Form 256 which is used to self-identify during on-boarding; therefore, numbers related to the number of individuals selected may not match the number of reported accessions in other parts of this report. Furthermore, number differences may also result from individual's willingness to self-identify at different stages of the hiring process.

## **IWTD**

The table below provides the number and percentage of IWTD by stage in the application process.

<b>ITWD Applicant Flow Numbers and Percentage by Stage of Application Process</b>			
<b>Stage in Process</b>	<b>Number</b>	<b>Percentage of All Individuals at Each Stage</b>	<b>Percentage Decrease From Each Stage</b>
Applied	549	0.82%	
Qualified	283	0.62%	48.45%
Referred	121	0.37%	57.24%
Selected	6	0.22%	95.04%

As seen above, the percentage of IWTD, in comparison to all individuals, at each stage of the application process decreased. Not only did IWTD decrease as a percentage of total applicants in each stage, they also had the largest percentage decrease, as compared to the other groups, from one stage to the next.

The table below provides the top 10 occupations IWTD applied to at NAVFAC

<b>Top 10 Occupation with IWTD Applicants</b>	
<b>Occupation</b>	<b>Number of Applicants</b>
Contracting (1102)	68
Miscellaneous Clerk and Assistant (303)	25
General Business and Industry (1101)	25
Information Technology Management (2210)	24
Engineering Technician (802)	23
Maintenance Mechanic (4749)	23
Electrician (2805)	22
Management and Program Analyst	21

(343)	
EEO Assistant (361)	16
Management and Program Clerical and Assistance (344)	15

As seen above, five out of the ten most frequently applied for occupations by IWTD, during the reporting period, are NAVFAC major occupations. At least three IWTD applied to each of the NAVFAC major occupations. At least one IWTD was deemed qualified in each major occupation. Only eight of the ten major occupations had IWTD referred; the three highest series are as follows: Contracting series (28 IWTD referred), General Business and Industry series (10 IWTD referred), and Information Technology Management series (7 IWTD referred). Two of the seven IWTD selected were hired into NAVFAC major occupations (i.e. one person into the General Business and Industry series and one Mechanical Engineer).

### **Individuals with Non-targeted Disabilities**

The table below provides the number and percentage of individuals with non-targeted disabilities by stage in the application process.

<b>Individuals with Non-targeted Disabilities Applicant Flow Numbers and Percentage by Stage of Application Process</b>			
<b>Stage in Process</b>	<b>Number</b>	<b>Percentage of All Individuals at Each Stage</b>	<b>Percentage Decrease From Each Stage</b>
Applied	859	1.28%	
Qualified	444	0.97%	48.31%
Referred	257	0.79%	42.12%
Selected	18	0.65%	93%

As seen above, the percentage of individuals with non-targeted disabilities, in comparison to all individuals, at each stage of the application process decreased.

The table below provides the top 10 occupations IWTD applied to at NAVFAC

<b>Top 10 Occupation with Individuals with Non-targeted Disability Applicants</b>	
<b>Occupation</b>	<b>Number of Applicants</b>
Management and Program Analyst (343)	80
Contracting (1102)	75
General Business and Industry (1101)	62
Information Technology Management (2210)	40
Engineering Technician (802)	39
Motor Vehicle Operating (5703)	26
Human Resources Management	24

(201)	
Miscellaneous Administration and Program (301)	22
General Engineer (801)	20
Miscellaneous Clerk and Assistant (303)	17

As seen above, six out of the ten most frequently applied for occupations by individuals with non-targeted disabilities are NAVFAC major occupations. At least six individuals with non-targeted disabilities applied to each of the NAVFAC major occupations. At least two individuals with non-targeted disabilities were deemed qualified in each major occupation. At least two individuals with non-targeted disabilities were referred in each major occupation with the three highest series as follows: Contracting series (43 referred), Management and Program Analyst (24 referred), and General Business and Industry series (22 referred). Seven of the 18 individuals with non-targeted disabilities selected were hired into NAVFAC major occupations (i.e. two Engineering Technicians, and one person into the Management and Program Analyst series, General Engineering series, Environmental Engineering series, General Business and Industry series, and Information Technology Management series).

While some ITWD and non-targeted disabilities applying for position, additional analysis is required to determine if there are any barriers to equal employment opportunities for IWTD and individuals with non-targeted disabilities.





**Section 6:** Provide a brief narrative summary of the analysis of the command/activity's IWTD accessions, e.g., number of accessions, number of accessions by series/occupational groups, compare accession rate to separation rate, accession trends over the last 3 to 5 years, use of Schedule A appointments.

### Accessions

During the reporting period NAVFAC had 1640 accessions.

The table below provides the number of accessions and the accession rates into the NAVFAC workforce by disability status.

Disability Status	Accessions				
	2011	2012	2013	2014	2015
IWTD	13	11	3	3	4
	0.58%	0.92% ↑	0.30% ↓	0.68% ↑	0.30% ↓
Non-Targeted Disability	126	90	84	22	67
	5.64%	7.53% ↑	8.49% ↑	5.02% ↓	4.09% ↓
Did Not Identify	74	15	36	8	67
	3.31%	1.26% ↓	3.64% ↑	1.83% ↓	4.09% ↑
	2022	1079	866	405	1502

No Disability	90.47%	90.29% 	87.56% 	92.47% 	91.59% 
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## **IWTD**

The accession rates of IWTD declined during the reporting period, as compared to the 2014 reporting period. There were four IWTD hired into the NAVFAC workforce. Three of the accessions were in series that are identified as NAVFAC major occupations: one Management and Program Analyst (GS-09), one Architect (GS-12), and one Contracting Specialist (GS-12). All three major occupations lead to GS-14 and GS-15 positions. This is important because these hires expand the number of IWTD in series that feed into high grade positions creating a greater opportunity for an IWTD to reach the GS-14 and/or GS-15 grade level. The remaining IWTD accession was into the Production Control series (GS-7).

Accession data was analyzed by nature of action (NOA) code and legal authority. This analysis allows an agency to determine what types of appointments (i.e. career/career conditional appointment, excepted service appointment, non-status appointment, etc.) were made and what legal authorities (i.e. Schedule A, 30% Disabled Veterans Hiring authority, Veterans Employment Opportunity Act (VEOA) appointment, appointments made from a certificate issued from a civil service register, etc.) were used by disability status in hiring individuals. This analysis tells an agency how individuals are being hired.

Three out of the four IWTD accessions were career-conditional appointments. Two IWTD were appointed using the VEOA hiring authority. The other individual was hired off of a certificate issued from a civil service register after delegated examining. The other IWTD hire was a reassignment to a lower grade. As stated above, no individuals hired using the Schedule A hiring authority self-identified as having a targeted disability.

## **Individuals with Non-targeted Disabilities**

The accession rate of individuals with non-targeted disabilities also decreased during the 2015 reporting period. Sixty-seven individuals hired during the reported period self-identified as having a non-targeted disability. Twenty-seven (31%) individuals with non-targeted disabilities were hired into NAVFAC major occupations. Eight of the 27 hires were Contract Specialists. There were hires into each of the NAVFAC major occupations with the exception of the mechanical engineering series.

The NOA and legal authority analysis revealed that the most common manner for an individual with a non-targeted disabilities to be hired was through a transfers, followed by reassignments. Most transfers were into career-conditional appointments. No discernable patterns were identified.

As reported above, the reluctance of individuals' willingness to self-identify may impact the number of reportable accessions of individuals with targeted and non-targeted disabilities. To encourage individuals to self-identify and revalidate their demographic information, in FY 2016 NAVFAC will provide employees with information on how to update/revalidate their demographic information in My Biz.

**Section 7:** Provide a brief narrative summary of the analysis of the command's/activity's IWTD selection rate for merit promotions for major occupations e.g., number of IWTD selections, is there a sufficient number of IWTD applying for these positions.

The applicant flow data provided by OPM may be used to determine how many people applied for competitive merit promotions in the NAVFAC major occupations.

The table below show the number of IWTD who applied, self-ranked as qualified, were referred, and selected in the NAVFAC major occupations.

<b>Competitive Merit Promotions for IWTD</b>				
	<b>Applied</b>	<b>Qualified</b>	<b>Referred</b>	<b>Selected</b>
Management and Program Analyst (343)	10	4	1	0
General Engineering (801)	3	0	0	0
Engineering Technician (802)	3	1	0	0
Architecture (808)	0	0	0	0
Civil Engineering (810)	1	1	0	0
Environmental Engineering (819)	5	2	2	0
Mechanical Engineering (830)	1	1	1	0
General Business and Industry (1101)	17	14	7	1
Contracting (1102)	36	20	19	0
Information Technology Management (2210)	8	6	5	0

As seen above, IWTD did apply for competitive merit promotions positions in the NAVFAC major occupations. Only one IWTD was selected. Additional analysis is required to determine if a sufficient number of IWTD applied for these positions.



The table below show the number of individuals with non-targeted disability who applied, self-ranked as qualified, were referred, and selected in the NAVFAC major occupations.

<b>Competitive Merit Promotions for Individuals with Non-targeted Disabilities</b>				
	<b>Applied</b>	<b>Qualified</b>	<b>Referred</b>	<b>Selected</b>
Management and Program Analyst (343)	43	27	16	1
General Engineering (801)	16	9	8	1
Engineering Technician (802)	12	9	5	1
Architecture (808)	2	2	2	0
Civil Engineering (810)	1	1	1	0
Environmental Engineering (819)	1	0	0	0
Mechanical Engineering (830)	1	0	0	0
General Business and Industry (1101)	35	20	17	1
Contracting (1102)	38	28	26	0
Information Technology Management (2210)	12	11	8	0

Individuals with non-targeted disabilities applied for competitive merit promotions positions in the NAVFAC major occupations. Four individuals were selected. Additional analysis is required to determine if a sufficient number of individuals with non-targeted disabilities applied for these positions.

**Section 8:** Provide a brief narrative summary of the analysis of the participation rate of IWTD for the command's/activity's career development/training programs, e.g., identify different career development programs, IWTD application/participation rates.

NAVFAC participates in several career development and training programs. All opportunities are disseminated to all eligible employees.

The NAVFAC Leadership Development Program (LDP) is the main Command sponsored leadership and career development program. The LDP provides for deliberate development through progressive learning opportunities consisting of formal education and training, rotational assignments, and other developmental activities. The LDP has several eligibility requirements, one of which limits eligibility to individuals in GS-12 through GS-15 and WS-12 and above grade levels.

The tables below shows the number and percentage of individuals in the eligible grades, those who applied and were eligible, and those nominated by their commands by disability status.

		TOTAL	Total by Disability Status			
			No Disability	Not Identified	Non-Targeted Disability	Targeted Disability
<b>Relevant Pool</b>	#	7183	6586	137	438	22
	%	100.00%	91.69%	1.91%	6.10%	0.31%
<b>Applied and Eligible</b>	#	113	106	3	4	0
	%	100.00%	93.81%	2.65%	3.54%	0.00%
<b>Nominated</b>	#	52	51	0	1	0
	%	100.00%	98.08%	0.00%	1.92%	0.00%
<b>Selected</b>	#	36	35	0	1	0
	%	100.00%	97.22%	0.00%	2.78%	0.00%

### **IWTD**

No IWTD applied to the NAVFAC LDP program.

NAVFAC employees also participate in several other development program, such Bridging the Gap, Federal Executive Institute, the DoD Executive Leadership Development Program, etc.. No IWTD applied to any of these other developmental programs.

The reasons for the lack of IWTD applications to development programs are unknown.

### **Individuals with Non-targeted Disabilities**

Individuals with non-targeted disabilities applied for the NAVFAC LDP program, but at lower rates than their participation rates in the eligible grades. Four individuals applied to the LDP program and one was nominated by their command for consideration by NAVFAC headquarters. Due to the submission timeframes of this part of the EEO Program Status Report, final selections for the program have not taken place and therefore cannot be reported.

Individuals with non-targeted disabilities also applied for participation in the Bridging the Gap, Federal Executive Institute, and the Executive Leadership Development Program. One individual with a non-targeted disability was selected for the Federal Executive Institute and another individual to the Executive Leadership Developmental Program.

**Section 9:** Provide a brief narrative summary of the analysis of the participation rate of IWTD with respect to employee recognition and awards, e.g., how do IWTD fare in the receipt of awards when compared to their representation in the workforce.

In almost all awards categories IWTD and individuals with non-targeted disabilities received awards at lower rates than their participation in the NAVFAC workforce.

The table below provides information on the type of awards given, the number of awards, and the percentage of awardees for each type of award by disability status.

Award Type		Total Awards	Total by Disability Status			
		All	No Disability	Did Not Identified	Non-Targeted Disabilities	Targeted Disability
Time-Off Awards 1-9 Hours	#	2,319	2,154	29	126	10
	%	100.00%	92.88%	1.25%	5.43%	0.43%
	Total Award	7,926	7,322	121	439	44
	Average Award	3	3	4	3	4
Time-Off Awards 9+ Hours	#	187	166	8	12	1
	%	100.00%	88.77%	4.28%	6.42%	0.53%
	Total Award	3,592	3,211	139	224	18
	Average Award	19	19	17	19	18
Cash Awards \$1-\$500	#	5,266	4,777	110	339	40
	%	100.00%	90.71%	2.09%	6.44%	0.76%
	Total Award	\$1,985,401.00	\$1,803,547.00	\$41,559.00	\$125,199.00	\$15,096.00
	Average Award	\$377.02	\$377.55	\$377.81	\$369.32	\$377.40
Cash Awards \$500+	#	7,083	6,522	119	418	24
	%	100.00%	92.08%	1.68%	5.90%	0.34%
	Total Award	\$6,146,120.00	\$5,657,230.00	\$102,429.00	\$368,173.00	\$18,288.00
	Average Award	\$867.73	\$867.41	\$860.75	\$880.80	\$762.00
Quality Step Increase (QSI)	#	99	96		3	
	%	100.00%	96.97%		3.03%	
	Total Award					
	Average Award					

## **IWTD**

In the category of Time-Off Awards between one and nine hours, ten IWTD received awards which represent 0.43% of award issued in this category. The rate of receipt of time off awards between one and nine hours is less than the participation rate of IWTD in the workforce. However, the average number of hours awarded to IWTD was greater than any other group.

In the category of Time-Off Awards greater than 9 hours, one IWTD received an award, representing 0.53% of awards given in this category. This is also less than the participation rate of IWTD in the workforce. The average number of hours awarded to IWTD was less than to individuals with no disabilities or non-targeted disabilities.

In the category of Cash Awards between \$1 and \$500, 40 IWTD received awards, with an average award of \$377.40. The percentage of awards given in this category to IWTD is greater than their participation rate in the workforce. The average award given to IWTD was greater than the average award given in this category.

In the category of Cash Awards greater than \$500, 24 IWTD received awards, with an average award amount of \$762.00. The average award given to IWTD is the lowest average of any group and the percentage of awards given in this category to IWTD is less than their participation rate in the workforce.

IWTD were not awarded any Quality Step Increases (QSI) during the reporting period.

## **Individuals with Non-targeted Disabilities**

In the category of Time-Off Awards between one and nine hours, 126 individuals with non-targeted disabilities received awards which represent 5.43% of award issued in this category. The rate of receipt of time off awards between one and nine hours is less than the participation rate of individuals with non-targeted disabilities in the workforce. For individuals with non-targeted disabilities the average time off award was three hours, which was also the overall average time off given in this category.

In the category of Time-Off Awards greater than 9 hours, 12 individuals with non-targeted disabilities received awards, representing 6.42% of awards given in this category. This is slightly less than the 6.44% participation rate of individuals with non-targeted disabilities in the workforce. The average number of hours awarded to individuals with non-targeted disabilities was equal to the average hours awarded.

In the category of Cash Awards between \$1 and \$500, 339 individuals with non-targeted disabilities received awards, with an average award of \$369.32. The percentage of awards given in this category to individuals with non-targeted disabilities was the same as their participation rate in the workforce. Individuals with non-targeted disabilities received the lowest average award amount than any other group.

In the category of Cash Awards greater than \$500, 418 individuals with non-targeted disabilities received awards, with an average award of \$880.80. The average award given to individuals with non-targeted disabilities was the highest average of any group, but the percentage of awards given in this category to individuals with non-targeted disabilities was less than their participation rate in the workforce.

Three individuals with non-targeted disabilities were awarded a QSI. Individuals with non-targeted disabilities received 3.03% of all QSIs, which is less than their participation rate in the workforce.

**Section 10:** Provide a brief narrative summary of the analysis of the separation rate of IWTD, e.g., is the separation rate for IWTD higher than the ratio for employees with no disabilities, is the IWTD separation rate higher than their accessions, separation trends over the last 3 to 5 years.

### **Separations**

During the reporting period there were 1559 individuals who separated from the NAVFAC workforce. The percentage of IWTD and individuals with non-targeted disabilities that separate, when compared to the total number of separations, was greater during the 2015 reporting period than in the 2014 reporting period.

The table below provides the number of separations and the separation rates by disability status.

Disability Status	Separations				
	2011	2012	2013	2014	2015
IWTD	14	13	14	9	17
	0.84%	0.76% ↓	0.83% ↑	0.66% ↓	1.09% ↑
Non-Targeted Disability	152	131	131	100	128
	9.10%	7.71% ↓	7.81% ↑	7.28% ↓	8.21% ↑
Did Not Identify	65	34	59	56	48
	3.89%	2.00% ↓	3.52% ↑	4.08% ↑	3.08% ↓
No Disability	1440	1522	1473	1208	1366
	86.18%	89.53% ↑	87.84% ↓	87.98% ↑	87.62% ↓

### **IWTD**

There were 17 IWTD that separated from the NAVFAC workforce during the reporting period. The number of IWTD separating from the NAVFAC workforce is greater than the number of accessions.

Separation data was analyzed by nature of action (NOA) code and legal authority. This analysis allows an agency to determine how people are separating. The analysis revealed that the majority of IWTD separations were due to retirements. There were eight voluntary retirements and one disability retirement. There was also one resignation; however, the reason as to why the individual resigned is unknown. There were two removals based on unacceptable or unsatisfactory performance. Three individuals were separated because their

appointments expired. The remaining two individuals separated due to a reassignment and a conversion to a career appointment.

### **Individuals with Non-targeted Disabilities**

During the reporting period there were 128 individuals with non-targeted disabilities that separated from the NAVFAC workforce. The number of individuals with non-targeted disabilities that separated was greater than the number of accessions.

The NOA code and legal authorization analysis revealed that the majority of separations by individuals with non-targeted disabilities was due to retirements, predominately voluntary retirements. The second most common reason for separating was due to the expiration of the individual's appointment, followed by resignations.

The NOA code and legal authorization analysis provides information as to how people left NAVFAC, but does not provide information as to why they left. To determine why individuals left NAVFAC, exit survey data will be required that allows for the extraction of survey results by disability status. Survey data by disability status will not only allow NAVFAC to determine why IWTD and individuals with non-targeted disabilities separate, but also whether employees with disabilities are separating for different reasons than employees without disabilities. The current NAVFAC exit survey is being revised. The NAVFAC Headquarters EEO Office has provided input to ensure that appropriate demographic information is captured to effectively conduct EEO related analyses. NAVFAC is also participating with the Department of the Navy Office of Civilian Human Resources in the pilot exit survey being administered by the Corporate Leadership Council. It is expected that in the future NAVFAC will be able to conduct a more in-depth analysis as to why people are separating from our workforce to determine if any policies, practices, and procedures are creating barriers to equal employment opportunity.

**Other Reviews:** Identify and provide a brief narrative summary of other employment processes that were reviewed and analyzed.

## DEPARTMENT OF THE NAVY-PART J

### STRATEGIES AND ACTIVITIES

**COMMAND/ACTIVITY: NAVFAC HQ**

**FY-15**

**Section 1:** Describe the command's/activity's special recruitment program and plan for IWTD, e.g. how and where recruitment executed, what are the expected results of these efforts, are recruiters provided a copy of the plan, describe progress of program/plan compared to the previous reporting period(s).

NAVFAC has undertaken several actions to recruit individuals with disabilities during the reporting period.

NAVFAC is one of the partnering commands in the Navy System Command (SYSCOM) Civilian Recruiting, Diversity & Affinity Partnership. The SYSCOM Partnership uses efficient and innovative recruiting strategies to enable the Department of the Navy to acquire top talent. As a team, the SYSCOMs identify targeted recruiting venues that align with specific hiring needs and provide a diverse talent pool for hiring managers to draw upon when making important hiring decisions. During the reporting period NAVFAC recruiters attended the Equal Opportunity Publications - Hire the disABLED recruitment event. NAVFAC has made a concerted effort to have a subject matter expert and a HR professional attend recruiting events. The presence of an HR professional provides the opportunity for the HR Specialist to advise potential applicants on special hiring authorities, such as schedule A and recruitment sources for individuals with disabilities the OPM Shared Register of Persons with Disabilities (Bender List).

NAVFAC held six virtual job fairs via Defense Connect Online (DCO) during the reporting period. The target audience for the job fairs were retiring or recently discharged military members, however, marketing was also done on the NAVFAC Careers Facebook page to target a larger audience. During these job fairs information was shared with participants about Veterans hiring, resume writing, job opportunities at NAVFAC, navigating the USAJOBS application process, Schedule A, the OPM Shared Register (Bender List), Pathways, and Federal benefits. Over 1,000 people participated in the six job fairs. The goal of the virtual job fairs was to provide information to participants about jobs opportunities at NAVFAC, how to write a federal resume, and use USAJOBS.

NAVFAC attended numerous outreach events and career fairs, for example:

- Veterans Affairs Vocational Rehabilitation event in Hawaii
- Hawaii Transition Summit
- NAVFAC Hawaii Job Fair (opened to the public)
- Star Advertiser Career Expo
- Jobtoberfest job fair
- Honor-A-Hero/Hire-A-Vet Career and Resources Fair
- USAJOBS workshop with the State of California Employment Development Department (EED) at the Naval Medical Center San Diego and at the EED's South Metro Office in San Diego
- Hire-A-Vet Career Fair sponsored by the Family Fleet and Support Center San Diego
- Conducted a USAJOBS workshop for Wounded Warriors/Disabled Veterans at the invitation of the Semper Fi Fund.
- Equal Opportunity Publications Hire a disABLED event
- Wounded Warrior Career Fair at Marine Corps Base Quantico

NAVFAC also partnered with the following organization in efforts to hire individuals with disabilities:

- State of Hawaii Vocational Rehabilitation

- Services for the Blind
- Veterans Village of San Diego
- State of California Employment Development Department
- Semper Fi Fund
- Veterans Employment Committee of San Diego
- Wounded Warrior Program

Participation in these events and establishing partnership with organizations serving the disability community is intended to increase awareness of NAVFAC career opportunities, increase the applicant pool of individuals with disabilities, and provides potential applicants information on how to apply for employment with NAVFAC. Recruitment efforts were hampered for part of the reporting period by the inability to collect resumes at recruitment events.

Although not a conventional recruitment source, the NAVFAC Federal Employment Compensation Act (FECA) Center of Expertise, has taken an active role in bringing claimants receiving benefits under FECA back to work. This includes claimants on the NAVFAC rolls and former NAVFAC employees that are off the command's rolls. NAVFAC FECA Center of Expertise personnel monitor all open cases for placement within the local command. Every time medical documents come in, the documents are reviewed to see if the claimant's medical condition has changed and whether their disability status has changed from temporarily disabled to permanently disabled. If the medical documentation states that the individual can return to work, the FECA Center of Expertise, with the assistance of the Human Resources Office, will determine if the person can return to their position of record or whether a job search is required to seek another position that the individual can perform within their medical restrictions. During the reporting period at least 10 individuals have been returned to work.

**Section 2:** Provide a brief narrative summary of the analysis of the command's/activity's recruitment efforts, e.g., have these efforts resulted in a sufficiently diverse applicant pool to include IWTD.

This is the first report in which NAVFAC has analyzed applicant flow data to determine if IWTD and non-targeted disabilities are applying for position at NAVFAC. As stated above, there were 549 IWTD and 859 individuals with non-targeted disabilities that applied for positions at NAVFAC. The applicant flow data shows that individuals with disabilities have applied for positions in the NAVFAC major occupations; however, the analysis has not matured to a state where a conclusive determination can be made that NAVFAC's recruitment efforts have "resulted in a sufficiently diverse applicant pool to include IWTD." Future analysis will need to be conducted, to include a barrier analysis of our recruitment efforts.

**Section 3:** Describe the command's/activity's special employment program and plan for IWTD, e.g. what special hiring authorities will be used, what are the expected results of employment efforts, description of the command's/activity's plan to achieve the DON goal of an IWTD workforce representation of at least 2%, how is the plan communicated to selecting officials, describe progress of program/plan compared to the previous reporting period(s).



The NAVFAC's Merit Staffing Policy states that "NAVFAC is committed to fair and equitable hiring at all levels of the organization". It further states that "no employee will be discriminated against in the hiring process" and that "employees will be selected for positions based solely on merit without regard to political, religious, or labor organization affiliation or non-affiliation, disability status, age, or any other type of non-merit, non-job-related factor". As shown above, NAVFAC and its subordinate commands have actively conducted outreach to inform, attract, and recruit IWTD.

Efforts have been made to educate hiring officials on recruitment sources for IWTD. Information regarding recruitment sources such as the Workforce Recruitment Program, Wounded Warrior Programs and the OPM Shared List of People with Disabilities (i.e. the Bender List) has been disseminated at various forums. Furthermore, NAVFAC Commands through their outreach efforts have informed managers and supervisors of other recruitment sources such as the Rochester Institute of Technology's National Technical Institute for the Deaf. NAVFAC Hawaii has partnered with the State of Hawaii Vocational Rehabilitation and Services for the Blind to identify qualified clients for referral. Additional efforts to educate hiring officials will continue.

NAVFAC has also undertaken efforts to educate managers and supervisors on disability related topics. NAVFAC Commands report that information on hiring authority, such as Schedule A for individuals with disabilities, the 30% disabled veterans hiring authority, and Veterans Recruitment Appoint (VRA), have been disseminated to hiring officials during hiring briefings, via emails, at Executive Steering Group meetings and Personnel Management Board meetings. Training on reasonable accommodation has been provided to managers and supervisors. During the reporting period several NAVFAC Commands have conducted in-person EEO training, to include training on reasonable accommodation. Efforts will continue in the 2016 reporting period.

A couple Commands have established groups to assist in meeting the Command's targeted goals for employment of IWTD. For example, NAVFAC Mid-Atlantic has established a Diversity Committee Employment of Persons with Disabilities Subcommittee as a resource to assist in recruitment efforts. NAVFAC Atlantic has a Special Emphasis Charter Plan and Committee in place that will assist with analysis and in meeting IWTD goals.

**Section 4:** Describe the command's/activity's special advancement program and plan for IWTD, e.g. how will IWTD be placed in such a way to improve possibilities for career development, what is the plan for the promotion of IWTD, how is the plan communicated to supervisors/managers, describe progress of program/plan compared to the previous reporting period(s).

NAVFAC's career development training programs are available and offered to all NAVFAC employees, including individuals with disabilities. As stated above, no IWTD have applied to any of the career development training programs offered to NAVFAC employees. Furthermore, the use of Individual Development Plans has been promoted throughout NAVFAC.

**DEPARTMENT OF THE NAVY-PART J**  
**INFORMATION ON DISABLED VETERANS**

**COMMAND/ACTIVITY: NAVFAC**

**FY-15**

**Section 1: Recruit and Employ**-Summarize the methods used to recruit and employ qualified disabled veterans, especially those who are 30 percent or more disabled. Also provide the number of accessions where the 30% disabled hiring authority was used. Illustrate agency strategies and results to include items such as recruitment, hiring, and Veteran Employment Program Office (VEPO) involvement.

Outreach to veterans, military spouses, and family members with derived preference were provided to increase employment opportunities within the NAVFAC. The purpose of the outreach was to provide information introducing NAVFAC to potentially interested candidates at different events and to provide background information about our mission and the types of positions we fill by job title, series, and grade. NAVFAC also provided information on the federal government hiring processes and answered questions that interested candidates may have. The outreach assisted transitioning military personnel, military spouses, veterans, and those considered to be wounded warriors, by providing advisory services regarding the employment process for NAVFAC positions and federal employment in general. Although some NAVFAC Commands reported that in most cases, this outreach effort did not increase the number of veterans hired, some of the Commands reported that it did. However in all cases it provided an opportunity to network with the veterans.

During the reporting period NAVFAC continued to take every opportunity to attend a variety of job fairs that focused on hiring of individuals with disabilities. The NAVFAC Wounded Warrior Program Manager attended several Wounded Warriors and Hiring Heroes job fairs. The NAVFAC AEP Manager and a NAVFAC staffing specialist also have participated in several of these job fairs for individuals with disabilities.

Operation Warfighter and Virtual job fairs were also used at NAVFAC. These efforts reached out to transitioning service members, specifically injured service members that are being medically transitioned out of the military. The purpose is to advertise opportunities for them to work while they are still in the military and gain valuable job skills that they can utilize to build their resume and seek another avenue of employment. Participation in this program may also lead to permanent employment after the service member has transitioned out of the military.

NAVFAC attended numerous outreach events and career fairs, for example:

- Veterans Affairs Vocational Rehabilitation event in Hawaii
- Hawaii Transition Summit
- Honor-A-Hero/Hire-A-Vet Career and Resources Fair
- USAJOBS workshop with the State of California Employment Development Department (EED) at the Naval Medical Center San Diego.
- Hire-A-Vet Career Fair sponsored by the Family Fleet and Support Center San Diego
- Conducted a USAJOBS workshop for Wounded Warriors/Disabled Veterans at the invitation of the Semper Fi Fund.
- Wounded Warrior Career Fair at Marine Corps Base Quantico
- Transition Assistance Program classes

NAVFAC also partnered with the following organization in efforts to hire veterans:

- Veterans Village of San Diego
- Vet Works

- Semper Fi Fund
- Veterans Employment Committee of San Diego
- Wounded Warrior Programs

Measurable results are difficult to provide at this time. Determinations may not necessarily be based on the amount of contacts but the amount of interest that the contact created. NAVFAC recently started using Facebook on a weekly basis to advertise job announcements and virtual job fairs.

As stated above, accession data was analyzed by nature of action (NOA) code and legal authority. This analysis allows an agency to determine what NOA codes and legal authorities were used to hire individuals by disability status. This analysis revealed that during the reporting period veterans hiring authorities (i.e. 30% disabled veterans hiring authority, Veterans Recruitment Appoint (VRA), and the Veterans Employment Opportunity Act (VEOA)) were used to hire 208 individuals. Nine individuals were hired using the 30% disabled veterans hiring authority. Veterans and disabled veterans may be hired using a number of hiring authorities; therefore, reviewing only the hiring authority used may not accurately determine the total number of veterans or disabled veterans hired.

**Section 2: Promote and Develop-** Summarize the methods used to provide or improve internal advancement opportunities for disabled veterans. Demonstrate agency-provided opportunities for career development, promotion, and reasonable accommodations.

NAVFAC's career development training programs are available and offered to all NAVFAC employees, including disabled veterans. Furthermore, the use of Individual Development Plan has been promoted throughout NAVFAC.

**Section 3-Agency Oversight-** Provide a description of how the activities of major operating components and field installations were monitored, reviewed, and evaluated. Describe the agency's communication strategy to component/field offices.

NAVFAC Headquarters monitors NAVFAC Commands outreach and veterans services efforts through the use of the Veterans Employment Program Office (VEPO) Quarterly Activity Reports. The FY 21015 third quarter information is provided below.

**Contacts**

Type of Contact	Transition Svc Member	Veteran	Disabled Veteran	Women Veteran	Homeless Veteran	Active Military Spouse	Family-Derived Preference	Colleges and Universities	Veteran Organizations
Phone	12	18	6			3			
Email	12	32	6			1			
Face-to-Face	1	422	25						
Mail	1								
Other	80								
Total	106	472	37	0	0	4	0	0	0

**Events/Briefings/Outreach**

Agency Events	# of Events Attended
TAP Briefings	
VEPO Meetings	
Conferences	
Hiring Fairs	4
DoD OWF	
VA Voc Rehab	1
Face Book/Twitter	
Other	1
Total	1

## Services

Service to Veterans	Transition Svc Member	Veteran	Disabled Veteran	Women Veteran	Homeless Veteran	Active Military Spouse	Family-Derived Preference	Colleges and Universities	Veteran Organizations
Introduction to Agency Careers	81					2			
Skills, Qualifications & Career Match		1	1						
Training and Development Counseling									
Collaborate w/OWF & Voc Rehab									
Resume Review & Assistance						1			
Federal Application Process	4	323	1						
USAJOBS	54	54	55	54	54				
Special Hiring Authorities		3	1						
Category Rating									
Agency-Specific Veterans Website									
Placement Assistance		2							
Referrals									
Other	2	34	13			7			
<b>Total</b>	<b>141</b>	<b>417</b>	<b>71</b>	<b>54</b>	<b>54</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Section 4:** Describe the command's/activity's special advancement program and plan for IWTD, e.g. how will IWTD be placed in such a way to improve possibilities for career development, what is the plan for the promotion of IWTD, how is the plan communicated to supervisors/managers, describe progress of program/plan compared to the previous reporting period(s).

NAVFAC's career development training programs are available and offered to all NAVFAC employees, including individuals with disabilities. As stated above, no IWTD have applied to any of the career development training programs offered to NAVFAC employees. Furthermore, the use of Individual Development Plans has been promoted throughout NAVFAC.

**EEO Program Status Report**  
**FY 2015**  
**Part M**  
**Plans to Eliminate Barriers**

## NAVFAC Part M

In response to the Department of the Navy's (DON) request to submit information related to the Federal Equal Opportunity Recruitment Plan (FEORP) and the Disabled Veterans Affirmative Action Program (DVAAP), the following tables are provided as requested by the DON Office of EEO.

The table below provides information on the participation of NAVFAC employees in mentoring programs. The number of individuals involved in mentoring was derived from information provided by the NAVFAC Commands.

<b>FEORP/DVAAP Questions*</b>	<b>Raw Number</b>	<b>Percentage</b>
Employees involved in mentoring	55	0.38%
SES involved with mentoring	0	0.00%
Managers involved with mentoring	25	0.17%
Supervisors involved with mentoring	2295	15.68%
Total number of employees eligible to participate in mentoring	14,636	100.00%
Asian American Mentees	3	0.02%
Black Mentees	5	0.03%
Hispanic Mentees	4	0.03%
Native American Mentees	0	0.00%
Native Hawaiian/Pacific Islander Mentees	1	0.01%
Two or More Races (Not Hispanic) Mentees	1	0.01%
White Mentees	20	0.14%
Female Mentees	22	0.15%
Male Mentees	12	0.08%
Veteran Mentees	2	0.01%
People with Disabilities Mentees	0	0.00%
Total number of participants/mentees	37	0.25%
Asian American Mentors	2	0.01%
Black Mentors	0	0.00%
Hispanic Mentors	5	0.03%
Native American Mentors	0	0.00%
Native Hawaiian/Pacific Islander Mentors	0	0.00%
Two or More Races (Not Hispanic) Mentors	1	0.01%
White Mentors	35	0.24%
Female Mentors	18	0.12%
Male Mentors	16	0.11%
Veteran Mentors	2	0.01%
People with Disabilities Mentors	1	0.01%
Total number of participants/Mentors	44	0.30%



The table below provides whether Senior Executive Service personnel, managers/supervisors, and employees performance plans contain a Diversity and Inclusion (D&I) element.

FEORP Question	Yes	No
D & I Element in SES Performance Plans	X	
D & I Element in Manager/Supervisor Performance Plans		X
D & I Element in Employee Performance Plans		X

The tables below show the participation rate of individuals by disability status and grade levels for the NAVFAC Leadership Development Program. Detailed disability information was not available from HR Link.

	TOTAL	Total by Disability Status				Detail for Targeted Disabilities									
		[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine	
Career Development Programs for GS 1-4 (or equivalency)															
Slots	#														
Relevant Pool*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

			TOTAL	Total by Disability Status				Detail for Targeted Disabilities							
				[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness
Career Development Programs for GS-5/6 (or equivalency)															
Slots	#														
Relevant Pool*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

		TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
Career Development Programs for GS 7/8 (or equivalency)															
Slots	#														
Relevant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pool*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

			TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
		[05] No Disability		[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of	
Career Development Programs for GS 9/10 (or equivalency)																
Slots	#															
Relevant Pool*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

		TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
Career Development Programs for GS 11/12 (or equivalency)															
Slots	#														
Relevant		4,004	3,615	77	295	17	0	0	0	0	0	0	0	0	0
Pool*	%	100%	90.28%	1.92%	7.37%	0.42%									
Applied	#	67	62	2	3	0	0	0	0	0	0	0	0	0	0
	%	100%	92.54%	2.99%	4.48%	0.00%									
Participants	#	20	19	0	1	0	0	0	0	0	0	0	0	0	0
	%	100%	95.00%	0.00%	5.00%	0.00%									

		TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
Career Development Programs for GS 13/14 (or equivalency)															
Slots	#														
Relevant Pool*		2,924	2,736	54	129	5	0	0	0	0	0	0	0	0	0
	%	100%	93.57%	1.85%	4.41%	0.17%									
Applied	#	46	44	1	1	0	0	0	0	0	0	0	0	0	0
	%	100%	95.65%	2.17%	2.17%	0.00%									
Participants	#	15	15	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100.00%	0.00%	0.00%	0.00%									

	TOTAL	Total by Disability Status				Detail for Targeted Disabilities									
		[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine	
Career Development Programs for GS 15 (or equivalency)															
Slots	#														
Relevant Pool*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

		TOTAL	Total by Disability Status				Detail for Targeted Disabilities								
			[05] No Disability	[01] Not Identified	[06-94] Disability	Targeted Disability	[16, 17] Deafness	[23, 25] Blindness	[28, 32-38] Missing Limbs	[64-68] Partial Paralysis	[71-78] Total Paralysis	[82] Convulsive Disorder	[90] Mental Retardation	[91] Mental Illness	[92] Distortion of Limb/Spine
Career Development Programs for SES (or equivalency)															
Slots	#														
Relevant Pool*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The tables below show the participation rate of individuals by race/ethnicity, gender and grade levels for the NAVFAC Leadership Development Program.

		RACE/ETHNICITY															
		TOTAL		Hispanic/Latino		White		Black		Asian		Native Hawaiian/Pacific Islander		American Indian/Alaskan Native		Two or More Races	
		male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
	All																
Career Development Programs for GS 1-4 (or equivalency)																	
Slots	#																
	%																
Relevant Pool*	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

		RACE/ETHNICITY															
		TOTAL		Hispanic/Latino		White		Black		Asian		Hawaiian/Pacific		Indian/Alaskan Native		Two or More Races	
		male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
	All																
Career Development Programs for GS-5/6 (or equivalency)																	
Slots	#																
	%																
Relevant Pool*	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

		RACE/ETHNICITY															
		TOTAL		Non-Hispanic or Latino													
				Hispanic/Latino		White		Black		Asian		Hawaiian/Pacific		Indian/Alaskan Native		Two or More Races	
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Career Development Programs for GS 7/8 (or equivalency)																	
Slots	#																
	%																
Relevant	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pool*	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

		RACE/ETHNICITY															
		TOTAL		Non-Hispanic or Latino													
				Hispanic/Latino		White		Black		Asian		Hawaiian/Pacific		Indian/Alaskan Native		Two or More Races	
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Career Development Programs for GS 9/10 (or equivalency)																	
Slots	#																
	%																
Relevant	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pool*	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

		RACE/ETHNICITY															
		TOTAL		Non-Hispanic or Latino													
				Hispanic/Latino		White		Black		Asian		Hawaiian/Pacific		Indian/Alaskan Native		Two or More Races	
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Career Development Programs for GS 11/12 (or equivalency)																	
Slots	#																
	%																
Relevant	#	4,004	2,595	1,409	162	109	1,712	763	188	220	427	237	67	55	15	14	24
Pool*	%	100%	64.81%	35.19%	4.05%	2.72%	42.76%	19.06%	4.70%	5.49%	10.66%	5.92%	1.67%	1.37%	0.37%	0.35%	0.60%
Applied	#	67	30	37	3	3	18	19	3	5	6	6	1	3	0	1	0
	%	100%	44.78%	55.22%	4.48%	4.48%	26.87%	28.36%	4.48%	7.46%	8.96%	8.96%	1.49%	4.48%	0.00%	1.49%	0.00%
Participants	#	17	7	10	1	0	5	8	0	1	1	2	1	0	0	1	0
	%	100.00%	41.18%	58.82%	5.88%	0.00%	29.41%	47.06%	0.00%	5.88%	5.88%	11.76%	5.88%	0.00%	0.00%	5.88%	0.00%

		RACE/ETHNICITY																
		TOTAL		Non-Hispanic or Latino														
				Hispanic/Latino		White		Black		Asian		Hawaiian/Pacific		Indian/Alaskan Native		Two or More Races		
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	
Career Development Programs for GS 13/14 (or equivalency)																		
Slots	#																	
	%																	
Relevant Pool*	#	2,924	1,966	958	95	57	1,483	623	90	98	256	147	22	20	12	2	8	11
	%	100%	67.24%	32.76%	3.25%	1.95%	50.72%	21.31%	3.08%	3.35%	8.76%	5.03%	0.75%	0.68%	0.41%	0.07%	0.27%	0.38%
Applied	#	46	31	15	2	0	28	8	0	2	1	5	0	0	0	0	0	0
	%	100%	67%	33%	4%	0%	61%	17%	0%	4%	2%	11%	0%	0%	0%	0%	0%	0%
Participants	#	15	9	6	1	0	8	2	0	1	0	3	0	0	0	0	0	0
	%	100%	60%	40%	7%	0%	53%	13%	0%	7%	0%	20%	0%	0%	0%	0%	0%	0%

		RACE/ETHNICITY															
		TOTAL		Non-Hispanic or Latino													
				Hispanic/Latino		White		Black		Asian		Hawaiian/Pacific		Indian/Alaskan Native		Two or More Races	
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Career Development Programs for GS 15 (or equivalency)																	
Slots	#																
	%																
Relevant Pool*	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

		RACE/ETHNICITY															
		TOTAL		Non-Hispanic or Latino													
				Hispanic/Latino		White		Black		Asian		Hawaiian/Pacific		Indian/Alaskan Native		Two or More Races	
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Career Development Programs for SES (or equivalency)																	
Slots	#																
	%																
Relevant Pool*	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The FEORP and DVAAP reports have been assigned to members of the NAVFAC headquarters Human Resources Office. To eliminate double work the narrative component of the FEORP and DVAAP report will be completed by the HR specialists assigned to complete the reports.